



## MINUTES

### SELECT BOARD

06/29/2021

Present: Select Board Member, Heather Hamilton, Select Board Member Bernard W. Greene, Select Board Member Raul Fernandez, Select Board Member John VanScoyoc, Select Board Member Miriam Aschkenasy

4:00 pm remote meeting using the ZOOM platform

#### OPEN SESSION

Chair Hamilton declared that the Board shall enter into executive session to discuss strategy with respect to collective bargaining or litigation because an open meeting may have a detrimental effect on the bargaining or litigating position, and to review/approve executive session minutes. The board will reconvene in open session.

On motion it was,

Voted to enter into executive session

Aye: Heather Hamilton, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

Absent: Bernard Greene

Question of entering into Executive Session for the reasons stated in items 2, 3, and 4.

#### EXECUTIVE SESSION - LITIGATION

For the purpose of discussing litigation strategy in the case of Alston v. Town of Brookline, USDC Case No. 1:15-cv-13987.

#### EXECUTIVE SESSION - REAL PROPERTY

To consider the purchase, exchange, lease or value of real property related to the Coolidge Corner Theatre expansion project.

#### EXECUTIVE SESSION - EXECUTIVE SESSION MINUTES

Question of approving the following Executive Session meeting minutes:

June 15, 2021

June 22, 2021

ANNOUNCEMENTS/UPDATES

Board member Greene spoke on the execution in Winthrop by a home grown terrorist and the importance on why we rely on Brookline police to protect terrorism and terror on crime, he noted that the AUSI funds support security around temples and religious institutions  
Board member Aschkenasy will be off video because she is on vacation and will be joining via phone

Congratulations to Assistant Town Clerk, Linda Golburgh on her retirement.

June 30<sup>th</sup> there will be a forum on a rapid recovery plan for Coolidge Corner JFK Crossing on how to revitalize these commercial areas

PUBLIC COMMENT

1. Danielle DaSilva TMM16 lives in Hancock Village and has moved once due to the construction. There is a parking lot there that is not on the plans. She urged creation of a group of neighbors to advocate for themselves on larger construction projects. She also spoke on the constant explosions at the site.
2. Alexander Neary, 17 Hart Street precinct 5, indicated that he is not a developer. He and his wife found a home in Brookline, found a foundation issue, turned out there are many significant issues with the structure of the home and it is better to start anew. At that time preservation had no issues. A small set of neighbors view this unfavorably and are trying to form an LHD in efforts to halt the construction in collaboration with the Preservation Commission; he finds this unfair and unjust.
3. Carolyn Thall spoke on Hancock Village and urged the board to establish a construction liaison committee for this and any major impact projects as done in Newton.
4. Nathan Shpritz looked at the Newton model as it relates to the Hancock Village project. The proposed committee would bring together the construction manager and owner with residents and abutters.
5. Town Administrator Kleckner spoke briefly on the catastrophic building collapse in Florida, and spoke with our Building Commissioner who provided an updated on building inspections as everyone is concerned with what caused that building to collapse. The building department will continue to monitor the Hancock Village project.

MISCELLANEOUS

Question of approving the following meeting minutes:

June 15, 2021 and June 22, 2021

On motion it was,

Voted to approve the following meeting minutes:

June 15, 2021 and June 22, 2021.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy



AUTHORIZATION TO HIRE

Question of approving the authorization to hire request for the Assistant Town Clerk (T-10) in the Town Clerk's Office.

On motion it was,

Voted to approve the authorization to hire request for the Assistant Town Clerk (T-10) in the Town Clerk's Office

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

AUTHORIZATION TO HIRE

Question of approving the request to promote to fill the vacant position Lieutenant in the Fire Department.

On motion it was,

Voted to approve the request to promote to fill the vacant position Lieutenant in the Fire Department.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

AUTHORIZATION TO HIRE

Question of approving the authorization to hire request for the IT Operations Director (T-15) in the Information Technology Department.

On motion it was,

Voted to approve the authorization to hire request for the IT Operations Director (T-15) in the Information Technology Department.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

AUTHORIZATION TO HIRE

Question of approving the authorization to hire request for the Assistant Assessor Residential/Commercial (T-9) in the Assessing Division of the Finance Department.

On motion it was,

Voted to approve the authorization to hire request for the Assistant Assessor Residential/Commercial (T-9) in the Assessing Division of the Finance Department.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

AUTHORIZATION TO HIRE

Question of approving the Authorization to Hire request for the Deputy Assessor (T-12) in the Assessing Division of the Finance Department.

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On motion it was,

Voted to approve the Authorization to Hire request for the Deputy Assessor (T-12) in the Assessing Division of the Finance Department.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

### BLUE BIKES AGREEMENT

Question of authorizing the Chair to execute a letter to Lyft notifying the company of the Town's intent to renew its Blue Bikes Agreement for the period of two (2) years after the initial term lapses on April 1, 2022.

On motion it was,

Voted to authorize the Chair to execute a letter to Lyft notifying the company of the Town's intent to renew its Blue Bikes Agreement for the period of two (2) years after the initial term lapses on April 1, 2022.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

### CONTRACT

Question of approving a contract between the Town/Fire Department and Purvis Systems in relation to the 2021 CIP's Station Alerting System replacement project.

On motion it was,

Voted to approve a contract between the Town/Fire Department and Purvis Systems in relation to the 2021 CIP's Station Alerting System replacement project.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

### CONTRACT

Question of awarding Contract No. PW 20/23 Amendment No. 1 "I/I Investigation and Sewer System Rehabilitation in Subareas NI 4,5,7,8,9" to the BETA Group Inc. in the amount of \$285,036.00.

On motion it was,

Voted to award Contract No. PW 20/23 Amendment No. 1 "I/I Investigation and Sewer System Rehabilitation in Subareas NI 4,5,7,8,9" to the BETA Group Inc. in the amount of \$285,036.00

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

### TEMPORARY ALL ALCOHOL BEVERAGES NON SALES LICENSE

Question of approving application a Temporary All Alcohol Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, July 1, 2021 for Birthday Party from 6:00PM – 11:00PM at 15 Newton Street.

## 8.A.

In Select Board

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On motion it was,

Voted to approve the application for a Temporary All Alcohol Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Thursday, July 1, 2021 for Birthday Party from 6:00PM – 11:00PM at 15 Newton Street.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

### OPEN AIR PARKING LICENSES

Question of renewing Open Air Parking Licenses for 2021-2022.

On motion it was,

Voted to renew Open Air Parking Licenses for 2021-2022.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

### CALENDAR

#### NOVEMBER 2021 SPECIAL TOWN MEETING \*taken out of order

Question of calling the November 2021 Special Town Meeting and setting the Opening and Closing Dates for the Warrant.

(Thursday, August 5, 2021 Opening of Warrant)

(Thursday September 2, 2021 Closing of Warrant)

NOVEMBER 16 (Tues.) TOWN MEETING

NOVEMBER 17 (Wed.) TOWN MEETING

NOVEMBER 18 (Thur.) TOWN MEETING

NOVEMBER 30 (Tues.) TOWN MEETING

DECEMBER 1 (Wed.) TOWN MEETING

DECEMBER 2 (Thur.) TOWN MEETING

DECEMBER 7 (Tues.) TOWN MEETING

DECEMBER 8 (Wed.) TOWN MEETING

DECEMBER 9 (Thur.) TOWN MEETING

Deputy Town Administrator, Melissa Goff, reviewed the 2021 Special Town Meeting schedule. They will continue the practice of a special town meeting for the budget.

On motion it was,

Voted to call the November 2021 Special Town Meeting and setting the Opening and Closing Dates for the Warrant.

(Thursday, August 5, 2021 Opening of Warrant)

(Thursday September 2, 2021 Closing of Warrant)

NOVEMBER 16 (Tues.) TOWN MEETING  
 NOVEMBER 17 (Wed.) TOWN MEETING  
 NOVEMBER 18 (Thur.) TOWN MEETING  
 NOVEMBER 30 (Tues.) TOWN MEETING  
 DECEMBER 1 (Wed.) TOWN MEETING  
 DECEMBER 2 (Thur.) TOWN MEETING  
 DECEMBER 7 (Tues.) TOWN MEETING  
 DECEMBER 8 (Wed.) TOWN MEETING  
 DECEMBER 9 (Thur.) TOWN MEETING

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

ANNUAL TOWN MEETING ACTION ITEM RECAP \*taken out of order

Discussion of the action items that need to be acted on as a result of the 2021 Annual Town Meeting.

Question of approving the filing of a bill to authorize a Home Rule Petition in accordance with the Town Meeting vote under Article 27 of the 2021 Annual Town Meeting.

Melissa Goff reviewed the status on recent Town Meeting Actions as provided in the materials. Many are ready to recruit committee memberships. It was noted that the Planning Department is unable to assist in the Babcock Street parking lot item.

Article 27 requires Home Rule petition that is ready to request related to the Brookline Housing Authority's Col. Floyd Apartments renovation bidding process. BHA Director Michael Alperin noted that this relates to Chapter 149.

On motion it was,

Voted to approve the filing of a bill to authorize a Home Rule Petition in accordance with the Town Meeting vote under Article 27 of the 2021 Annual Town Meeting.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

NEW ALL ALCOHOL LICENSE AND ALTERNATE MANAGER PUBLIC HEARING

Question of approving the application of an All Alcoholic Beverages License for Seoul Society Inc. d/b/a Fiya Chicken at 1024A Commonwealth Ave. Proposed manager of record is Timothy K Liu. Proposed Operating Hours are Monday – Sunday 11:00AM – 2:00AM. Proposed Alcoholic beverage service hours are Monday – Sunday 11:00AM – 2:00AM.

Question of approving the application of an Alternate Manager, Raymond Lee, for Seoul Society Inc. d/b/a Fiya Chicken at 1024A Commonwealth Ave.

Applicant Raymond Lee reviewed that this is a Korean style fried chicken restaurant currently open with a Common Victualler license. There is a popular Korean drink, Soju, that is considered a spirit; that is why he is requesting an all kinds alcohol license. All papers were in order.

Public hearing: no speakers

On motion it was,

Voted to approve the application of an All Alcoholic Beverages License for Seoul Society Inc. d/b/a Fiya Chicken at 1024A Commonwealth Ave. Proposed manager of record is Timothy K Liu. Proposed Operating Hours are Monday – Sunday 11:00AM – 2:00AM. Proposed Alcoholic beverage service hours are Monday – Sunday 11:00AM – 2:00AM.

Voted to approve the application of an Alternate Manager, Raymond Lee, for Seoul Society Inc. d/b/a Fiya Chicken at 1024A Commonwealth Ave.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

#### COOLIDGE CORNER THEATRE WAIVER OF FEES REQUEST

Discussion and possible vote on the Coolidge Corner Theatre's request to waive building permit and parking meter fees related to its proposed expansion project.

Attorney Bob Allen made the introductions. This has been a long process resulting in Town Meeting approvals. They have received zoning approval for the expansion at the Coolidge Corner Theatre. Their goal is to commence construction in July. The expansion will include 149 seats in one theatre and 57 in another, a community room and event space. The box office will be relocated to the back which will be the entrance to the theatre.

Three components required before the final permitting:

1. Air rights lease per the MOU assignment fee in the unlikely event a for profit ever goes in there
2. Release of an old easement at the alleyway
3. Grant of easement to allow the project to proceed.

We are also seeking consideration for a reduction for a waiver on the building work permit fee in consideration of the work they will do in the back to improve the town lot

Eric Howeler, Architect gave a presentation on the proposed building.

Michael Maynard, Coolidge Corner Theatre provided some background information. There is more demand for the theatre than they could supply, prompting consideration to expand. They requests taking back an easement that the theatre gave the town in 1964 in return they would give back the town an easement near the corner to provide better vehicle movement. Mr. Maynard reviewed their fundraising efforts and the prominent space the theatre holds in

Coolidge Corner attracting patrons serving as an anchor. There's an organization called Arts for American that works with organizations nationwide and provided a formula indicating that the Coolidge Corner Theatre generates over \$12 million of annual benefit to the businesses and the Town of Brookline.

The discussion turned to their PILOT program. They have been making voluntary payment in lieu of taxes at 12% of the assessed value of the property. It was noted that this would go up as the value does with the expansion. The Board will revisit and instructed the Town Administrator to work with the necessary parties and present something next week.

#### BOARDS AND COMMISSIONS - INTERVIEWS

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

##### Police Commissioner's Advisory Committee

Kevin Kane

Mike Sandman

Jean Senat Fluery

Lynda Roseman

Samuel Botsford

George Vien

Michael Zorob

Kevin Kane grew up in Brookline, attended UMASS Amherst and received an MBA from Boston College. He has spent many years overseas dealing with people all over the world with different cultures, recently South Africa. He has put in place policies to treat everyone fairly and with dignity. His children are half Brazilian and he wants to see them grow up in an inclusive community. When trust breaks between the community and police force, bad things can happen. Mr. Kane spoke on an interaction with police in 2006 related to his late mother with dementia, the experience made him feel like he was treated dismissively.

Mike Sandman is the Chair of the Advisory Committee, former Chair of the Transportation Board and Reimagining Policing Task Force member. He works in management consulting with the skills to be able to ask questions politely, avoid burning bridges and provide data analysis. Mr. Sandman is familiar with the town's operations. He spoke on past interactions with the police, one while walking his dog at 2am the officer stopped and reviewed the situation, and one on calls about a construction site when he feels was non responsive.

Jean Senat Fluery is a Town meeting member and has an extensive background in criminal justice. He trained at the School of Police in Haiti and was a long time investigative judge there, a Training Advisor at the Academy of Police in Haiti and a Professor of Law. He is familiar with analyzing data and indicated that the number of police complaints average two a

year. He acknowledged that black and Latino drivers are stopped more for vehicle violations. He would like to use his experience in reviewing and implementing critical polices and practice within the police department.

Linda Roseman said that her interest came about due to an unique experience in 2014 when she had called Brookline Police on her veteran son in a mental health crisis. Her son was shot in the chest, he survived, so did the trauma. This became a catalyst to commit to create a statewide training program on crisis training for police. She has seen some profound improvements with a more careful approach. Ms. Roseman is glad to see the CHOOTS program being reviewed and this committee will be a valuable tool to review that program, and provide a safe place to bring complaints resulting in more transparency and trust for all stakeholders. Ms. Roseman added that the officer at the time was doing what he was trained to do. She participates in Crisis Intervention Training and speaks as a private citizen on the issues. She feels there would not be a conflict of interest.

Michael Zoorob is a social scientist and did academic research on policing and civic engagement in Nashville. He noted that the Select Board has formal oversight powers in hiring, disciplines and policy setting, but are limited in their ability to exercise that role to the full extent. He would like to see policing in line with the community's values. He reviewed that black drivers are disproportionately stopped for traffic violations and would like to reduce those disparities. Mr. Zoorob feels there is a lot of common ground between the police and civilians. Mr. Zoorob is a Town meeting member and served on the Committee on Police Reforms.

#### Park and Recreation Commission

Nancy O'Connor

Clara Batchelor

Nancy O'Connor has been serving on the Commission for 20 years. She has worked on the Green Dog program, field analysis study, town wide surveys, recreation class recovery, the skating rink task force, now into feasibility study, multiple park designs, recently Downs Field and Cypress Field which is parkland not a school ground. Ms. O'Connor worked on the BHS expansion design team and the streetscape. She has worked with newer members providing guidance and seeks opinions from the younger families. She would like to continue working on the Strategic Plan and Athletic Needs Assessment.

Clara Batchelor is seeking reappointment. She is a registered landscape architect designing parks, playgrounds and open space for over thirty years. She has assisted in designing the best as possible space in Brookline, serves as a representative to the Tree Protection committee, Urban Forest Master Plan Committee, Cypress Filed Review and the Driscoll School project working with the public and parents.

Commission for the Arts

Beth Boucher

Beth Boucher a painter, comedian, interior and prop stylist and musician. She has created creative workshops for kids, was a writer for GBH and served on the Baker School Grants Committee. She is interested in seeing what local artist are up to, see their ideas as they make our community rich and connected.

Cannabis Mitigation Advisory Committee

Sean Leckey

Sean Leckey is a Coolidge Corner resident living between NETA and Sanctuary. He is active in the Lawrence School PTO, and is an electrical engineer. Mr. Leckey has attended the last few committee meetings. He is interested in zoning issues, public consumption monitoring, the racial equity funds and policing related to these establishments.

Commission for Diversity, Inclusion, and Community Relations

Shan Shan Guo

Shan Shan Guo is a public health lawyer and advocate working for communities of color, immigrant communities, low income communities and marginalized communities. Ms. Guo would like to advocate here for fair housing, education and public safety, with a goal to listen and amplify those historically excluded and underrepresented. She is part of an immigrant household promoting cultural awareness.

Information Technology Advisory CommitteeBrian Mache *postoned*POLICE DEPARTMENT PROMOTIONS

Discussion and possible vote on promotions in the Police Department.

Acting Chief Morgan read his recommendations and reviewed the selection and interview process that included Dr. Gerald Cox of Cox Associates, specializing in Executive Coaching, Leadership Development and Cultural Transformation For Businesses And Non-Profits.

Lieutenant Richard Allen to Deputy Superintendent

Lieutenant Richard Allen started in the Police department in 1989 as a Patrol officer. In 1994 he became a Detective, was promoted to Sergeant in 2003 he was appointed to Lieutenant in 2007.



## 8.A.

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Lieutenant Allen has been a member of the Honor Guard since 1989 and Commander since 2007. Lieutenant Allen has attended and received numerous certificates in different areas of trainings such as CIT, sexual assault investigations, navigating workplace conflicts and state and local narcotics enforcement along with many commendations for excellent police work. Lieutenant Allen received his Bachelor's Degree in Law Enforcement from Western New England College and a Master's Degree from Anna Maria College in Criminal Justice as well as his Law Degree for New England School of Law. He is a current member of the Massachusetts Bar. Lt. Allen is a current Brookline resident and has been continually since he was a young child, Lt. Allen was an elected TMM for 12 years and understands the town's processes. Lt. Allen is active in coaching youth sports in Brookline and is strong advocate for police and community engagement.

In 2018 Lieutenant Allen was one of the two finalists in the PERF nationwide search for the position of Brookline Chief of Police.

Lieutenant Jennifer Paster to Deputy Superintendent

Lieutenant Jennifer Paster was appointed to the Department in June 2000. Upon graduation from the academy she was appointed to the Patrol Division. In 2002 was transferred to Community Service Division as a Safety Officer. In June 2005 was transferred to Detectives as Intelligence Investigator. Lieutenant Paster was promoted to Sergeant in June 2011 and to Lieutenant in 2017. Lieutenant Paster received her Bachelor's Degree from Union College in Sociology, her Master's Degree in Criminal Justice Administration from Western New England College and is currently enrolled in Boston College School of Social Work - anticipated graduation date May 2023.

On motion it was,

Voted to promote the following candidates as follows:

Lieutenant Richard Allen to Deputy Superintendent

Lieutenant Jennifer Paster to Deputy Superintendent

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

Chief Morgan presented his recommendations for promotions under Civil Service as follows:

Sergeant Charles Thornton to Lieutenant

Sergeant Ilya Gruber to Lieutenant

Patrol Officer Robert M. Collins to Sergeant

Patrol Officer Megan Keaveney to Sergeant

On motion it was,

Voted to promote the following candidates as follows:

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Sergeant Charles Thornton to Lieutenant

Sergeant Ilya Gruber to Lieutenant

Patrol Officer Robert M. Collins to Sergeant

Patrol Officer Megan Keaveney to Sergeant

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

#### CHIEF OF POLICING HIRING PROCESS

Discussion of the Chief of Police hiring process.

Town Administrator Kleckner acknowledged Acting Chief Mark Morgan and his work as Acting Chief and agreement to fill in in this role. At this time, it is time to move forward in a permanent Police Chief search. He explained that he did not want to move forward on this last year while the two police committees were doing their important work reviewing a new direction of the Police Department. This was a contentious time with negative reactions to policing and the pursue of defunding the police department so I felt it was not the right time to recruit. He reviewed the Town Administrators Act and past practices in recruiting positions of this level. This process will be more transparent with a specialized consultant. An open process and board member Fernandez will serve as a liaison to the process.

#### PARTNERSHIP WITH THE BROOKLINE COMMUNITY FOUNDATION TO ESTABLISH AND ADMINISTER THE BROOKLINE RACIAL EQUITY FUND

Question of executing: (i) the Memorandum of Agreement between the Brookline Community Foundation and the Town of Brookline, and (ii) the Brookline Community Foundation Field of Interest Non-Endowed Fund Agreement - Racial Equity Fund, and delegating authority to the Chair to execute both in person on behalf of the Board.

Board member Fernandez read a statement recognizing the work of the office of Diversity , Inclusion and Community Relations for their involvement with the expenditures of the funds. The Town has partnered with the Brookline Community Foundation for their experience and ability to grow the funds. He acknowledged Donelle O'Neal for bringing this before Town Meeting.

Giselle Ferro Puigbo, Executive Director of the Brookline Community Foundation reviewed the mission of the foundation is to advance opportunity and promote equity. This agreement is perfectly aligned with that commitment. The funds will be dedicated to racial equity programs.

Mel Kleckner added it is exciting to be able to get to this point. The concept initiated at Town Meeting and was moved a little from that keeping the fundamental purpose. It is great to partner with people that do this well.

On motion it was,

1. Voted to execute the Memorandum of Agreement between the Brookline Community Foundation and the Town of Brookline
2. Voted to execute the Brookline Community Foundation Field of Interest Non-Endowed Fund Agreement - Racial Equity Fund, and delegating authority to the Chair to execute both in person on behalf of the Board.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

#### HANCOCK VILLAGE/CHESTNUT HILL REALTY DISCUSSION

Discussion of process to consider neighborhood concerns and solutions.

Town Administrator Kleckner noted that this is a large project by a private developer. This owner was given rights to develop it under significant conditions. He appreciates that it may appear there is a lack of coordination, but the town cannot be expected to manage the project, which is a challenge.

Chair Hamilton added that she is concerned with what was said at public comment that things are not going according to what they were approved to do. What are the recourses for the residents on these kinds of issues.

Mr. Kleckner responded that various departments are involved in some capacity. Ultimately it is the Building Commissioner who oversees all aspects of construction and if not being done accordingly they are in violation. Things should be put in writing to allow the town to evaluate them.

Board member Aschkenasy added it appears there is a communication issue related to complaints and how they are handled. We could convene some sort of communication process to address the lost in translation.

Board member VanScoyoc spoke on the blasting issues that may have exceeded the promised limitations. People were told this practice would be safe and now we are hearing about foundation issues and pollutants; also large equipment idling on neighborhood streets are a concern.

Board member Fernandez hopes the developer will make a committee of their own to address these issues. This seems to be their responsibility.

Will Varrell spoke on concerns with air quality from the blasting, loud equipment, increased traffic and public safety related to the project. Some things are not being done within town codes.

Judith Leichtner noted there were 401 conditions in the 40b; the problem is oversight is not happening. It should not be the responsibility to the neighborhood to police the project violations.

## 8.A.

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Margaret Murphy, Chestnut Hill Realty representative reviewed some things they are doing to mitigate the situation. She will be talking to their head of construction and development tomorrow. She will update the board on that conversation. They have two people helping community members with their issues. There is a process if someone feels they have an issues there are procedures in place.

Board member Fernandez added the problem is these issues are consistent; what can we do differently to address them.

The board will revisit this at a later time.

### SMALL BUSINESS RELIEF GRANT APPLICAITON PRIORITIZATION DISCUSSION

Discussion and possible vote on the small business relief grant prioritization process for disadvantaged business enterprises.

Meredith Mooney, Economic Development and Long-Term Planner, reviewed that t last year the Select Board allocated funds to create a small business relief grant program. \$15k went to 14 Brookline businesses. Recently there was \$100k to replenish that fund plus \$20k in CDBG grant money ready to be dispersed to Brookline businesses. We needed select board guidelines.

Board member Fernandez reviewed that this request is to prioritize disadvantage businesses that would qualify as diverse or disadvantaged enterprises including women, people of color, veterans, and the disabled.

Board member VanScoyoc spoke on legal advice that indicated there could be some consequences in drawing these distinctions; that said what is the worst that can happen?

Board member Greene added ignoring legal advice is not the way we should be operating.

Board member Aschkenasy responded it is a question mark, not in the courts and that should not stop is from doing this.

On motion it was,

Voted, Approval of incorporating the Small Business Development Committee's recommendation to prioritize diverse businesses into the updated Small Business Relief Grant Program Guidelines.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

### ANNUAL APPOINTMENTS

Question of making Annual Appointments as recommended by the Town Administrator; of department heads, administrators, other officials and employees and of setting the salaries and wages of all non-union employees effective July 1, 2021.

## 8.A.

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Town Administrator Kleckner reviewed that this year is an abnormally with the Police Chief in an enacting position, the Fire Chief's contract is not up yet, and there are recent appointments. After 41 years. Town Counsel Joslin Murphy will be retiring.

Normally at this time I would request wage increases, but due to the recovery budget due to Covid that is not funded in the budget.

On motion it was,

Voted to approve the Annual Appointments as recommended by the Town Administrator; of department heads, administrators, other officials and employees.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

### BOARDS AND COMMISSIONS - APPOINTMENTS

The following candidates for appointment/reappointment to Boards and Commissions:

#### Preservation Commission

On motion it was,

Voted to appoint Alex Villaneuva to the Preservation Commission as an alternate member for a term ending August 31, 2024 or until a successor can be appointed.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Mariam Aschkenasy

There being no further business the Chair ended the meeting at 10:22 pm.

ATTEST



# *Town of Brookline*

## *Massachusetts*

**Department of Planning and  
Community Development**

Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445-6899  
(617) 730-2130 Fax (617) 730-2442  
TTY (617) 730-2327

**Alison Steinfeld**  
**Director**

**To:** Select Board and Mel Kleckner  
**From:** Meredith L. Mooney, Economic Development and Long-Term Planner  
**Cc:** Building Commissioner Dan Bennett, DPW Commissioner Erin Gallentine, Dr. Swannie Jett, Deputy Chief Randolph, Lt. Michael Murphy, Kara Brewton, Todd Kirrane, Dai Nguyen, Kevin Johnson, Patty Correa, Tiffany Souza, Roland Lankah, and Alison Steinfeld  
**Date:** July 1, 2021  
**Re:** Approval of administrative updates to the Town's COVID-era Temporary Outdoor Dining Program

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**Background:**

Last year, the Town of Brookline created a temporary expanded outdoor dining program to support local restaurants through the pandemic. This temporary program was tied to emergency orders (i.e. COVID-19 Order Nos. 35 and 50) issued by Governor Baker during the State of Emergency. The lifting of the State of Emergency on June 15, 2021 began a 60-day countdown to the expiration of that temporary program and the Town of Brookline's authority to grant temporary extensions of premises to local restaurants.

Last month, however, state legislation (i.e. Chapter 20 of the Massachusetts Acts of 2021) extended municipalities' ability to continue the temporary extension of premises previously granted during the State of Emergency.

**The need for Select Board action:**

The attached updated *Outdoor Dining Program Regulations and Guidelines* and the *amended approval procedure* for the Town's temporary expanded outdoor dining program merely replace references to the State of Emergency orders, which this program was initially tied to, with references to new state legislation, which will allow the Town's temporary expanded outdoor dining program to extend beyond August 15, 2021, the program's current expiration date. Without Select Board approval and action on the attached updated documents, the Town's COVID-era temporary outdoor dining program will end on August 15, 2021.

**Related considerations – the future of Brookline's expanded outdoor dining program:**

Town Meeting recently approved warrant articles that will allow the Town to continue its COVID-era experimentation with expanded outdoor dining. The Town is currently awaiting the Massachusetts Attorney General's approval of those warrant articles. In the meantime, a working group of Town staff will reconvene this summer to develop recommendations for a more permanent expanded outdoor dining program, which would likely be implemented as of January 1, 2022.

## 8.B.

The attached updated documents extend the effective date of the Town's temporary expanded outdoor dining program from December 31, 2021 to March 31, 2022, which is the expiration date stated in the new state legislation. To maximize flexibility, staff recommends adopting the expiration date included in the new legislation; however, staff still intend to present recommendations to the Select Board this fall for a more permanent expanded outdoor dining program to take effect on January 1, 2022.

**Attached updated documents for review and approval:**

- 1) *Outdoor Dining Program Regulations and Guidelines (Effective through March 31, 2022)*
- 2) *Second Amended Approval Procedure for the Temporary Extensions of Licensed Premises for Outdoor Seating (2021 Mass. Acts Ch. 20; Massachusetts COVID-19 Order Nos. 35 and 50)*



# *Town of Brookline*

## *Massachusetts*

### **Outdoor Dining Program Regulations and Guidelines**

Effective through March 31, 2022

(Voted: 7/6/2021)

Due to the success of Brookline's temporary expanded outdoor dining program during the recently-terminated Commonwealth of Massachusetts COVID-19 State of Emergency, the Town of Brookline is taking steps to continue the program pursuant to the authority of Chapter 20 of the Massachusetts Acts of 2021, which authorizes municipalities to continue temporary extensions of premises programs commenced during the State of Emergency through March 31, 2022, at the latest. The Town reserves the right to temporarily or permanently terminate at any time(s) prior to April 1, 2022.

In May 2021, Town Meeting approved warrant articles proposing zoning and general by-law changes that would permit licensing for permanent year-round outdoor seating. They await approval by the Massachusetts Attorney General's Office. If approved, restaurants that are not currently permanently licensed for seasonal permanent outdoor seating and offer outdoor seating through the Town's temporary COVID-era expanded outdoor dining program would be able to apply for permanent licensing extensions of premises for outdoor seating. Restaurants currently licensed for permanent outdoor seasonal seating would be able to apply for year-round permanent outdoor seating.

These Outdoor Dining Program Regulations and Guidelines are issued as conditions for restaurants' outdoor seating. These Outdoor Dining Program Regulations and Guidelines are issued as the conditions for all outdoor seating and will sunset as of April 1, 2022 unless amended earlier or extended by further vote of the Select Board. They are applicable to all existing licensed seasonal outdoor seating whether licensed temporarily or permanently.

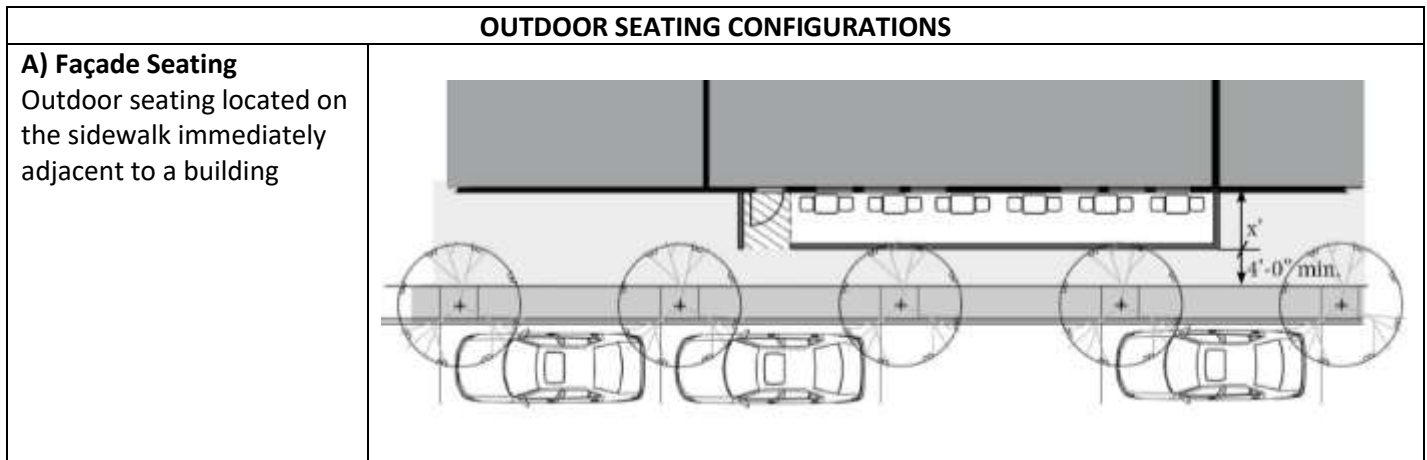
#### **PROGRAM ELIGIBILITY REQUIREMENTS:**

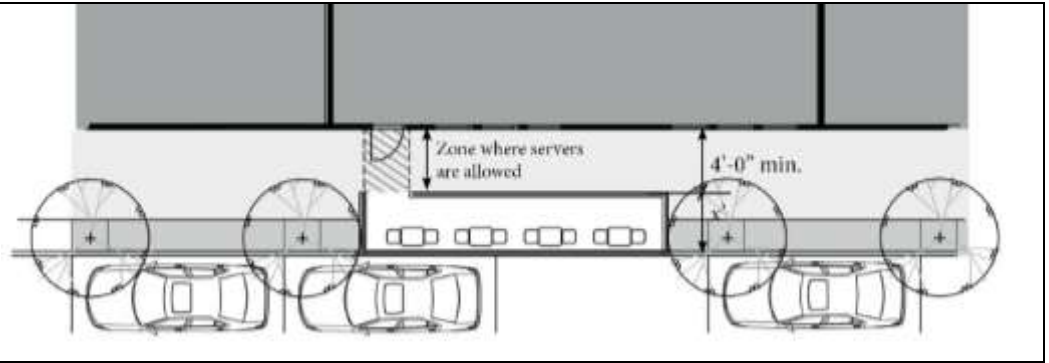
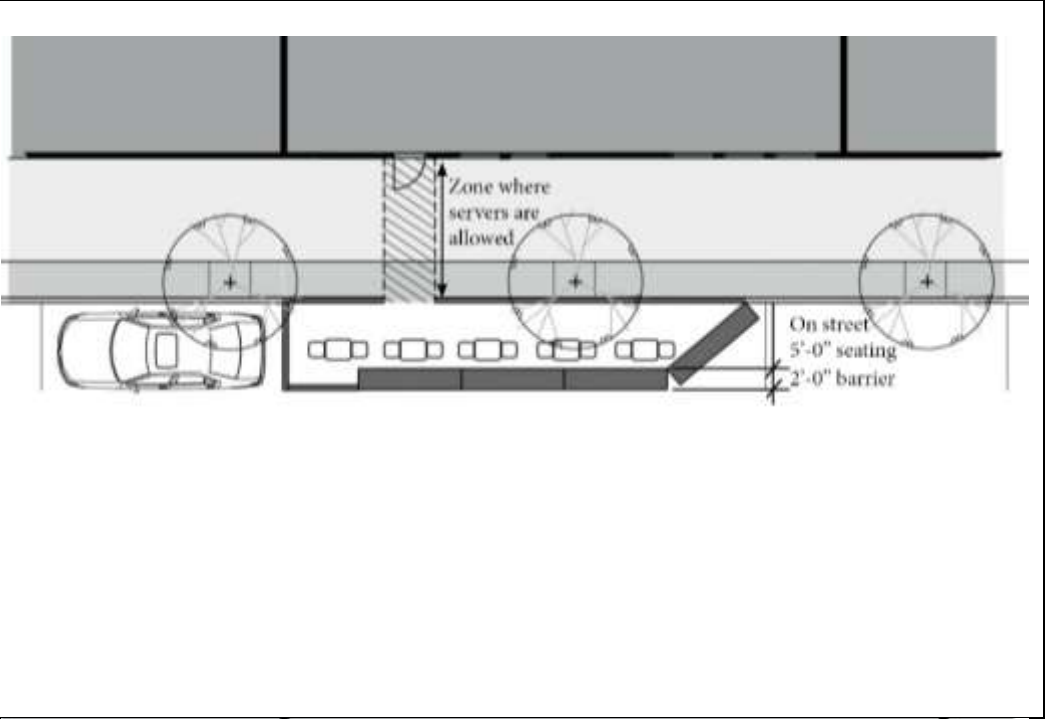
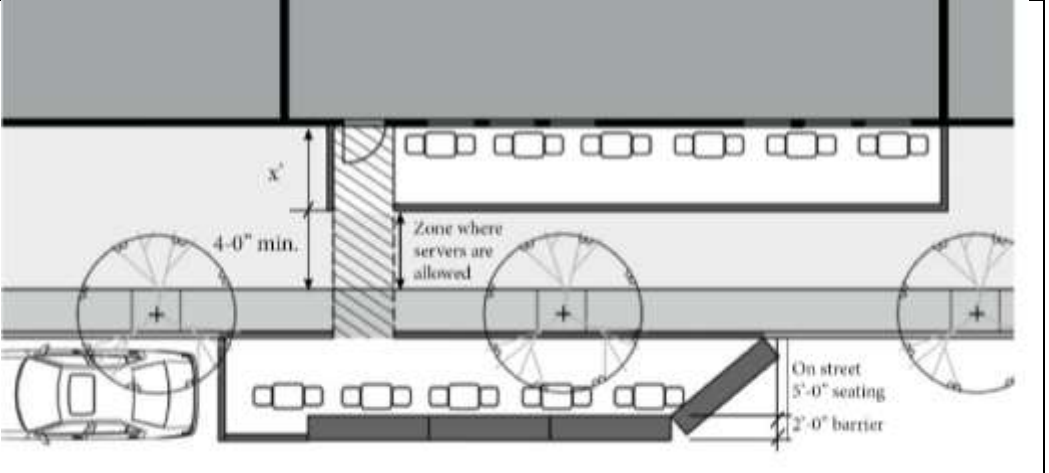
- Must be a ground-floor brick-and-mortar food establishment with a common victuallers license.
- Must have adequate adjacent parking space or sidewalk space to comply with the outdoor dining program's placement, design, and accessibility criteria.
- Must comply with all applicable State and local law and Town policy, including, but not limited to, the Select Board's Second Amended Approval Procedure for the Temporary Extensions of Licensed Premises for Outdoor Seating, the Town of Brookline's Prepared Food Regulations, the Town of Brookline's Sales of Alcoholic Beverages Regulations, the ABCC's Patio Guidelines, and all laws governing access by people with disabilities.
- Contact the Licensing Clerk, Tiffany Souza, [tsouza@brooklinema.gov](mailto:tsouza@brooklinema.gov), with any questions regarding your eligibility.

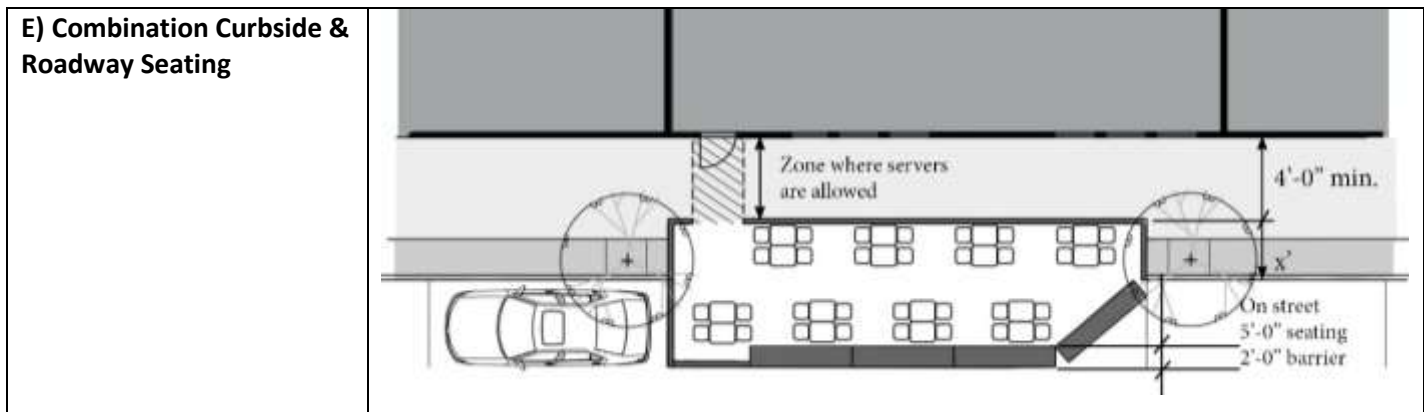


**OUTDOOR DINING DESIGN GUIDELINES:****Outdoor Seating Area Placement Guidance:**

- Seating is generally limited to the area immediately adjacent to a business' storefront.
  - In some circumstances, outdoor seating areas can extend in front of adjacent businesses. Adjacent property owners and tenants must provide a letter supporting this use with the application submitted to the Select Board.
- Curbside seating (see Outdoor Seating Configuration B below) is generally preferred for outdoor seating on the sidewalk, as it maintains the primary sidewalk area for pedestrians. Outdoor dining adjacent to the building will be considered where it would not negatively impact the pedestrian route of travel.
- Outdoor dining areas on the sidewalk must retain:
  - A 4' minimum but 5' preferred sidewalk width that is clear of any obstructions.
  - Previously approved setups may require modifications to maintain the sidewalk width.
- Outdoor dining areas in the parking lane must:
  - Be limited to 2 usable curbside parking spaces. (Note: A 3<sup>rd</sup> parking space will be used to accommodate a transition barrier. See Outdoor Seating Configurations C-E for reference.)
  - Be installed 2 feet to the right of the edge line (as measured from the inside edge of the white parking space markers) and not obstruct adjacent Bike/LIT or motor vehicle travel lanes.
  - Accommodate the placement of 2-ft-wide jersey barriers, which will be installed by the Town.
  - Meet PROWAG and MAAB accessibility requirements with either a proposed ramp or a platform constructed to be sidewalk level.
  - Maintain access to utilities and curbside drainage.



<p><b>B) Curbside Seating</b> Outdoor seating located on the sidewalk along the curb</p>	 <p>The diagram shows a cross-section of a sidewalk with outdoor seating. A shaded area labeled "Zone where servers are allowed" is adjacent to the building. A dimension line indicates a minimum clearance of 4'-0" between the seating area and the building. Circular symbols with a crosshair represent trees or planters. A car is shown parked at the curb.</p>
<p><b>C) On-Street Seating</b> Outdoor seating located in parking spaces in front of a restaurant storefront. Cannot exceed more than two parking spaces. Must be fortified by concrete jersey barriers, which the Town will provide and install as part of an on-street dining occupancy fee.</p> <p>Contact Todd Kirrane, Transportation Administrator, <a href="mailto:tkirrane@brooklinema.gov">tkirrane@brooklinema.gov</a>, to request review of your location and installation of concrete jersey barriers.</p>	 <p>The diagram shows a cross-section of a parking space converted for outdoor seating. A shaded area labeled "Zone where servers are allowed" is adjacent to the building. A dimension line indicates a minimum clearance of 4'-0" between the seating area and the building. Circular symbols with a crosshair represent trees or planters. A car is shown parked at the curb. A dimension line indicates "On street 5'-0" seating" and a "2'-0" barrier" is shown separating the seating area from the street.</p>
<p><b>D) Combination Façade &amp; Roadway Seating</b></p>	 <p>The diagram shows a cross-section of a parking space converted for outdoor seating, similar to the On-Street Seating diagram. A shaded area labeled "Zone where servers are allowed" is adjacent to the building. A dimension line indicates a minimum clearance of 4'-0" between the seating area and the building. Circular symbols with a crosshair represent trees or planters. A car is shown parked at the curb. A dimension line indicates "On street 5'-0" seating" and a "2'-0" barrier" is shown separating the seating area from the street.</p>



#### Outdoor Seating Area Design Guidance:

- Walls along the sidewalk should be attractive, inviting, and maintain sightlines into and out of the outdoor dining area.
  - May consist of fences, railing or planters and should be self-supporting and easily removed from the sidewalk or parking area.
  - Height Limit: 36 inches to 42 inches. Restaurants with existing non-conforming structures may submit a plan to bring structures into compliance by January 1, 2022, if necessary, in lieu of immediate compliance.
  - Enclosures are required if alcohol is served. (See Compliance with Liquor License Service and Consumption Requirements in the General Outdoor Seating Requirements section below.)
  - Non-moveable enclosures may be required in areas where the outdoor dining has a tendency to expand beyond its permitted area.
- Walls/railings along the roadway should be attractive, inviting, and made of solid materials.
  - May consist of fences, railing or planters and should be self-supporting and easily removed from the sidewalk or parking area.
  - Height Limit: 36 inches to 42 inches. Restaurants with existing non-conforming structures may submit a plan to bring structures into compliance by January 1, 2022, if necessary, in lieu of immediate compliance.
  - Enclosures are required if alcohol is served. (See Compliance with Liquor License Service and Consumption Requirements in the General Outdoor Seating Requirements section below.)
  - Non-moveable enclosures may be required in areas where the outdoor dining has a tendency to expand beyond its permitted area.
- Outdoor structures with roofs will require a permit from the Building Department and will be approved on a case-by-case basis. Roof heights on outdoor seating structures must be a minimum of 7 ft and a maximum of 8 ft.
- Outdoor tents 120 square feet or less are allowed.
  - Those in excess of 120 square feet require a permit from the Building Department.
- Electrical wiring for outdoor seating areas must:
  - Be run overhead.
  - Not obstruct the pedestrian path of travel.

## 8.B.

- Obtain an electrical permit for the installation of exterior/weatherproof outlets or for the hardwiring of an electrical device per Mass Electrical Code - 527 CMR 12.00 (amended).
- Outdoor propane heaters require a permit from the Fire Department. (See the Outdoor Heating Elements Safety Requirements section in the General Outdoor Seating Requirements below.)
- No promotional signage or logos shall be allowed on any outdoor dining elements (umbrellas, enclosures, etc.). (See the Signage and Advertising Restrictions section in the General Outdoor Seating Requirements below.)

### Accessible Seating Requirements:

Restaurants must ensure that outdoor seating areas remain accessible to the public in accordance with the Americans with Disabilities Act (ADA) requirements. This may be accomplished with temporary ramps, access at ground level at the rear of the outdoor seating area, or with an elevated platform flush with the sidewalk. Restaurant owners must submit a seating plan that will meet PROWAG and MAAB accessibility compliance to those using wheelchairs and then demonstrate that they have achieved and sustained compliance if the plan is approved.

Outdoor dining must be accessible and meet PROWAG and Massachusetts Architectural Access Board's regulations (available at <https://www.mass.gov/doc/521-cmr-1700-restaurants/download>):

### 521 CMR 17.00: RESTAURANTS

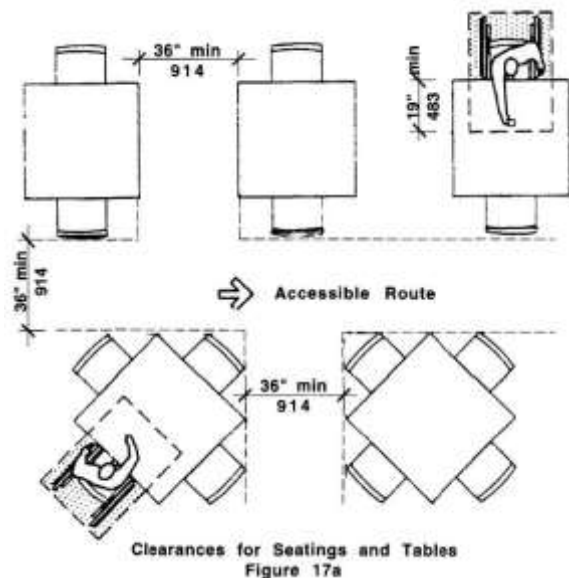
#### 17.2 SEATING

At least 5% but not less than one, of the tables shall be accessible, be on an accessible route, and in compliance with the following:

17.2.2 A 36 inch (36" = 914mm) access aisle shall be provided between all accessible tables. No seating shall overlap the access aisle. See Fig. 17a.

17.2.3 Clear floor space as defined in 521 CMR 5.00: DEFINITIONS shall be provided at each seating space. Such clear floor space shall not overlap knee space by more than 19 inches (19" = 483mm). See Fig. 17a.

17.2.4 Knee Clearances: If seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27 inches (27" = 686mm) high, 30 inches (30" = 762mm) wide, and 19 inches (19" = 483mm) deep shall be provided. See Fig. 17b.



## 8.B.

17.2.5 Height of Tables or Counters: The tops of accessible tables and counters shall be from 28 inches to 34 inches (28" to 34" = 711mm to 864mm) above the finish floor or ground. See Fig 17b.

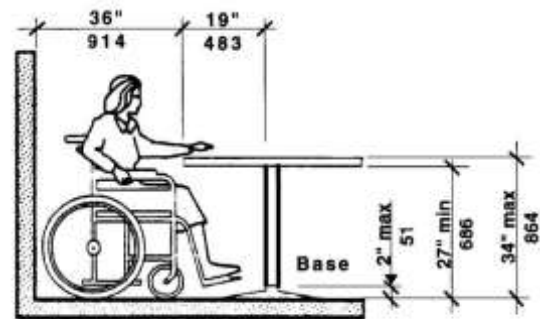


Table Heights and Clearances  
Figure 17b

**GENERAL OUTDOOR SEATING REQUIREMENTS:** Violation of these requirements will result in steps to revoke your outdoor seating permit.

<b>Adequate Maintenance of the Public Right of Way</b>	<p>A minimum of 48" but 60" preferred of sidewalk clearance must be maintained to always ensure ADA accessibility and a clear pedestrian path.</p> <p>Outdoor dining areas cannot obstruct other street furniture, lamp posts, mailboxes, plantings, signage, etc. unless permitted.</p> <p>Electrical cord crossing sidewalks at grade are not permitted. All electrical devices crossing sidewalks overhead must have a minimum 10 ft. clearance (use of trees and vegetation is not permitted).</p>
<b>Assembly and Disassembly</b>	<p>Outdoor seating areas must be easy to assemble on site and dismantle for storage or in case of emergency hazard situations (e.g. emergency access to sewer drains or manhole covers).</p> <p>Outdoor seating structures may not be bolted to the public sidewalk, street area, or any other infrastructure owned by the Town without prior approval by the Department of Public Works.</p>
<b>Signage and Advertising Restrictions</b>	<p>While beautification of outdoor seating areas is encouraged (e.g. with flower planters and brightly colored umbrellas), signs and corporate logos (including that of the restaurant utilizing the outdoor dining space) may not be displayed in the outdoor seating area.</p>
<b>Use and Beautification of Concrete Jersey Barriers</b>	<p>The concrete jersey barriers provided by the Town may be painted to beautify the outdoor seating area. Proposed designs must be submitted to the Department of Public Works for approval. Proposals with advertising, logos, etc. will not be approved.</p> <p>If restaurants opt to remove the concrete jersey barriers during the winter, the Town cannot guarantee that restaurants will receive the same jersey barriers for the following outdoor dining season.</p>
<b>Outdoor Seating Area Enclosure</b>	<p>An outdoor dining area must be enclosed on all sides to separate it from the public right-of-way. Different types of enclosures can be used, such as fencing,</p>

## 8.B.

	<p>bollards, or plant containers, but they must provide visibility between the seating area and the sidewalk.</p> <p>The enclosure must be cane-detectable.</p>
<b>Compliance with Liquor License Service and Consumption Requirements</b>	<p>Alcohol service and consumption in approved outdoor seating areas must comply with all <a href="#">Alcoholic Beverages Control Commission (ABCC)</a> requirements.</p> <p>Outdoor seating areas must be enclosed by a fence, rope, or other means to prevent access from a public walkway.</p> <p>The licensee should have a view of the outside premises from inside the premises, or alternatively the licensee may commit to providing management personnel dedicated to the area.</p> <p>Egress from the inside to the outside must be clearly established to assure safe, uninterrupted service of alcoholic beverages.</p> <p>No alcoholic beverages shall be served or consumed in any areas of the premises that are not included in the approved description of the licensed premises or temporary extension of premises.</p>
<b>Properly Secured Furniture</b>	<p>Furniture should be secured together with cable and locks. Furniture should not be stacked or locked to other objects, such as streetlights, street trees, or the enclosure.</p>
<b>Properly Secured Tents, Canopies, and Umbrellas</b>	<p>All tents and canopies must be less than 120 square feet and fit within the outdoor seating space authorized by the Town. All tent and canopy legs must be weighted down with a minimum of 40 lbs., such that they do not move, blow over, or cause damage in severe weather or high winds. Tent and canopy weights and lines must be clearly visible and not pose a hazard. Restaurants are responsible to take down tents and secure loose items in advance of weather incidents. Anyone seeking to use tents or canopies exceeding 120 square feet must obtain a permit from the Building Department.</p> <p>Tents and canopies must be free and clear of all ignition sources.</p> <p>To avoid damage, in the event of high winds, ice or snow, tents and canopies shall be removed promptly when requested by the Department of Public Works. Restaurants must be aware that tents, canopies, and umbrellas do not have designated snow loads and should not be used if there is snow accumulation. Prior to use, all tents, canopies, and umbrellas should be cleared of accumulated snow.</p> <p>Only utilize umbrellas with a weighted base. Such umbrellas may not extend past the outdoor dining area barriers or obstruct access to or ventilation of utility covers.</p>
<b>Outdoor Heating Elements Safety Requirements</b>	<p>All outdoor heating devices must be Underwriters Laboratory (UL) listed.</p> <p><b>Propane Heaters:</b> Restaurants that have secured Fire Department approval for temporary use of propane patio heaters through the Liquid Propane Outdoor Heating Pilot Program may use patio heaters in approved outdoor dining areas.</p>

	<p>Through the Town's Liquid Propane (LP) Outdoor Patio Heating Appliance Use and Storage Pilot Program, propane heaters shall be allowed on the public way (i.e. sidewalks or parking spaces), subject to securing a permit through the Brookline Fire Department and compliance with the Fire Department's <a href="#"><u>Liquid Propane (LP) Outdoor Patio Heating Appliance Use and Storage Pilot Program Requirements</u></a>. Permitting fees for this pilot program have been waived.</p> <p><b>Electric Heaters:</b> The use of hardwired electrical heating appliances for outdoor seating areas must be permitted by the Town of Brookline's Electrical Inspector. Plug-in electrical heating elements will be permitted in the public way on a case-by-case basis. Plug-in electrical heating elements must meet the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Must be used and located per the owner's manual, manufacturer's installation instructions and specifications.</li> <li>▪ Must be located on the ground at grade.</li> <li>▪ Shall be rated for outdoor use.</li> <li>▪ Shall be rated for damp or wet locations.</li> <li>▪ Cannot be located under a tent or canopy.</li> <li>▪ Maintain all clearances to combustibles.</li> <li>▪ Wires may not cross the public sidewalk at-grade.</li> <li>▪ All electrical devices crossing sidewalks overhead must be a min 10ft clearance (use of trees and vegetation not permitted).</li> <li>▪ All electric heaters shall be equipped with an automatic shut-off safety feature.</li> <li>▪ Outdoor rated extension cords shall be used if allowed by manufacturer.</li> </ul> <p><b>Location of Outdoor Heating Elements:</b> No heating elements are permitted under tents, canopies, or awnings. All heating elements must be located at a safe distance from tents, canopies, awnings, and other combustible materials per the manufacturer's technical specifications and in compliance with the Fire Department's <a href="#"><u>Liquid Propane (LP) Outdoor Patio Heating Appliance Use and Storage Pilot Program Requirements</u></a>. Additionally, all heating elements and associated equipment shall be placed in such a way that they do not create a safety hazard for the general public in utilizing the space or passing on the public way.</p>
<b>Lighting and Other Outdoor Electrical Elements Safety Requirements</b>	<p>Outdoor lighting elements must be used and located per the owner's manual and manufacturer's installation instructions and specifications.</p> <p>Building permits must be obtained for the installation of exterior/weatherproof outlets or for the hardwiring of an electrical device per <i>Mass Electrical Code - 527 CMR 12.00 (amended)</i>.</p> <p>Outdoor rated extension cords may be used if allowed by manufacturer.</p>

## 8.B.

	<p>All electrical cords crossing sidewalks at grade are not permitted. All electrical devices crossing sidewalks overhead must have a minimum 10 ft. clearance (use of trees and vegetation is not permitted).</p> <p>Types of lighting that could blind or significantly distract drivers are not permitted.</p>
<b>Night-time Visibility Requirements</b>	On-street seating areas must be marked with high intensity retro-reflective tape or reflectors to ensure the visibility of patrons and barriers at night.
<b>Public Utilities</b>	Outdoor dining areas must not block fire hydrants or cover any utility or manhole covers.
<b>Water Drainage</b>	Outdoor dining areas must not be installed over street drains unless accommodations for water flow are made.
<b>Paving Schedule</b>	Outdoor dining areas should not be installed in locations scheduled for resurfacing or utility work within 8 months of installation.
<b>Restaurant Health and Safety Standards</b>	Outdoor seating areas must comply with Restaurant Health and Safety Standards Outlined in the State's Reopening Plan. These safety standards include but not limited to: face coverings, social distancing, size of party per table, distance between tables, as well as the frequent cleaning of all tables and chairs.
<b>Winter Maintenance Requirements</b>	<p>Restaurants with on-street outdoor dining areas that do not intend to provide outdoor dining service through the winter months must notify the Town and arrange for the removal of the concrete barriers with the Department of Public Works no later than November 1, 2021.</p> <p>In the event of ice or snow, the sidewalk must be kept free and clear of all outdoor furniture so that the Town can treat or plow commercial area sidewalks safely and unimpeded by obstructions.</p> <p>Restaurants remain responsible to maintain a minimum of 48", but preferably 60", of sidewalk clearance in accordance with ADA accessibility requirements, the <a href="#">Winter Guide for Brookline Property Owners, Businesses, and Residents</a>, and the Town's <a href="#">Snow Removal By-Law</a>.</p> <p>In addition, restaurants are responsible for maintaining their outdoor seating areas and access to those areas, including sidewalks narrowed to less than 6 feet by outdoor seating furniture.</p> <p>The Town encourages restaurants to engage a qualified contractor to ensure that snow is removed in a timely manner.</p> <p>DPW will strive to preserve any outdoor seating materials encountered during treatment and clearance of the public way but cannot guarantee that outdoor seating materials will not be damaged in the snow and ice removal process.</p>



**APPLICATION PROCESS:**

Submit the following plans and documentation to the Town Licensing Clerk and appropriate Town departments for review and approval:

- **A description of the proposed plans and a diagram showing the street, sidewalk, or private property area to be used in relation to the restaurant, conforming to the requirements outlined in these *Outdoor Dining Program Regulations and Guidelines* and detailing:**
  - Eye-level photos of the proposed location.
  - Points of access and egress.
  - How the seating area will meet PROWAG and MAAB accessibility compliance including a demonstration that tables will be PROWAG and MAAB accessible to those using wheelchairs.
  - Materials and design for walls separating the outdoor dining between the pedestrians and the outdoor dining area for those on the sidewalk.
  - Professionally designed plans showing proposed heights, dimensions, etc. for applicants seeking to build structures in on-street outdoor seating areas.
  - Size/type of tables, seats, service stations, and any other items proposed to be placed in the proposed premises extension, such as barriers, planters, fans and heaters; fencing or other barriers to separate patrons from high traffic areas including public sidewalks, if 6' separation is not possible.
  - Existing signs, streetlights, parking meters, street furniture and other items in the proposed extended premises.
  - Property line between Town and private property; and location of buildings in relation to property line, along the entire façade of the building.
- **For outdoor seating proposed on public property:**
  - **License Agreement Form**, unless waived by Select Board's Office.
  - **Certificate of Liability Insurance:** Restaurants with outdoor seating on public property must provide certificate of liability insurance naming the Town of Brookline as an additionally insured party in the amount of \$500,000/\$1 million or in an amount otherwise specified by the Select Board's Office through March 31, 2022, unless a different date is specified by the Select Board's Office.
  - **Certificate of Liquor Liability Insurance:** A certificate of liquor liability insurance in the amount required by Mass. Gen. Laws Ch. 138, s. 12 and Section B(7) of the Town's Sales of Alcoholic Beverages Regulations listing the Town as an additional insured, demonstrating coverage of the extended outdoor premises through March 31, 2022, unless a different date is specified by the Select Board's Office.

## 8.B.

- **DPW Occupancy permit** for the installation of any permanent or semi-permanent item on public property
- **Emergency Notification Contact:** Restaurants must provide the Town with a valid and reliable email address to receive emergency notifications from the Town, such as snow removal, high wind advisory notifications, etc.
- **Proof of consent by third parties:** Restaurants with proposed outdoor seating on the private property of third parties must submit proof of consent by the third party to for such use, such as a lease or other agreement.
- **Fire Department** permit for any proposed propane heating lamps.
- **Building Department permit** for any tents exceeding 120 sq. ft., on-street structures with roofs, etc.

## 8.B.

### RESTAURANT OWNER RESPONSIBILITIES:

<b>Permit Fees</b>	The Select Board waived a <b>one-time licensing fee of \$600</b> for restaurants occupying parking spaces to provide outdoor seating for this temporary expanded outdoor dining program.
<b>Regular Maintenance</b>	<ul style="list-style-type: none"><li>▪ Cleaning</li><li>▪ Trash removal</li><li>▪ Plant watering</li></ul>
<b>Day-to-Day Management</b>	<ul style="list-style-type: none"><li>▪ Daily setup and breakdown of any items that cannot be left out overnight are the responsibility of the owner.</li><li>▪ Furniture should be secured together with cable and locks; furniture should not be stacked or locked to other objects, such as streetlights, street trees, or the enclosure.</li></ul>
<b>Temporary Removal</b>	<ul style="list-style-type: none"><li>▪ Outdoor seating areas may be required to be removed for construction, repair, or utility work.</li></ul>
<b>Winter Maintenance</b>	<ul style="list-style-type: none"><li>▪ Restaurants with approved sidewalk and on-street outdoor seating must provide the Town Licensing Clerk with a valid and reliable email address to receive prompt snow removal and hazardous weather warning notifications.</li><li>▪ In the event of ice or snow, the sidewalk must be kept free and clear of all outdoor furniture so that the Town can treat or plow commercial area sidewalks safely and unimpeded by obstructions. The Town is not responsible for any damaged caused to or by outdoor seating areas in the public way.</li><li>▪ Restaurants remain responsible to maintain a minimum of 48", but preferably 60", of sidewalk clearance in accordance with ADA accessibility requirements, the <a href="#">Winter Guide for Brookline Property Owners, Businesses, and Residents</a>, and the Town's <a href="#">Snow Removal By-Law</a>.</li><li>▪ In addition, restaurants are responsible for maintaining their outdoor seating areas and access to those areas, including sidewalks narrowed to less than 6 feet by outdoor seating furniture.</li><li>▪ The Town encourages restaurants to engage a qualified contractor to ensure that snow is removed in a timely manner.</li><li>▪ Restaurants with on-street outdoor dining areas that do not intend to provide outdoor dining service through the winter months must notify the Town and arrange for the removal of the concrete barriers with the Department of Public Works no later than November 1, 2021.</li></ul>



**OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200**

**SECOND AMENDED APPROVAL PROCEDURE FOR THE TEMPORARY EXTENSIONS OF LICENSED  
PREMISES FOR OUTDOOR SEATING  
(2021 MASS. ACTS ch. 20; MASSACHUSETTS COVID-19 ORDER NOS. 35 AND 50)  
(Voted: 7/6/2021)**

The following procedure is established to accommodate restaurants that wish to temporarily extend the licensed premises under the restaurant's common victualler and liquor license to include additional outside seating areas, pursuant to Chapter 20 of the Massachusetts Acts of 2021 (permitting an additional extension to March 31, 2021, of municipal temporary premises extension procedures previously established pursuant to Covid-19 Order Nos. 35 and 50 issued by Governor Charles D. Baker during the State of Emergency).

Restaurants will be expected to demonstrate that the extended premises and operations within them comply with all applicable laws, regulations and guidelines, including, but not limited to, the Town's Prepared Food Sales Regulations; in the case of liquor licenses, the ABCC's "Guidelines for Extension of Premises to Patio and Outside Areas" the Town's Sales of Alcoholic Beverages Regulations; and the Town's Outdoor Dining Regulations and Guidelines.

1. **Previously Approved Temporary Extensions of Premises:** All temporary extensions of licensed premises the Town issued during the State of Emergency are hereby continued through March 31, 2022, subject to Paragraph 7 below.
2. **New Applications:** Restaurants seeking a temporary extension of premises for the first time are encouraged to begin the process by preliminarily vetting the contemplated extended area with the following Town departments:
  - Planning Department's Economic Development Office
  - Transportation Division of DPW
  - Building Department
  - Fire Prevention Division of the Fire Department
  - Health Department

Unless waived by the Town Administrator, such restaurants shall submit a completed application form to Tiffany Souza, [tsouza@brooklinema.gov](mailto:tsouza@brooklinema.gov), of the Select Board's Office.

## 8.B.

The application process established by the Select Board's Office may include the following components:

- Restaurants seeking to extend the premises licensed under a liquor license must attach to the application proof that the applicant's liquor liability insurance policy required by Mass. Gen. Laws ch. 138, s. 12 and Section B(7) of the Town's Sales of Alcoholic Beverages Regulations covers the proposed extended premises for the period of the temporary extension, and that the Town is listed as an additional insured.
  - Restaurants seeking to extend the premises onto private property will be required to submit proof of consent by the third party to such use, such as a lease or other agreement.
  - Restaurants seeking to extend the premises onto public property will be required to submit with the application proof that the applicant has secured, and that there is in effect during the premises expansion, a general liability policy naming the Town as an additional insured in a minimum amount of \$250,000.00/\$500,000.00.
  - Restaurants seeking to install any permanent or semi-permanent item in the public way will need to have obtained an occupancy permit from the Town's DPW.
  - In addition, restaurants seeking to extend the premises onto public property may be required to execute a license agreement with the Town. In the event that the Town Administrator deems a license agreement necessary, the Select Board authorizes the Town Administrator or designee together with the Select Board Chair or designee (who will be another Select Board member) to determine its terms and execute it.
  - The Town will waive fees relating to the submission and processing of this application.
  - The Select Board's Office may seek a report and other input from Town Departments, including, but not limited to, the Health Department, the Building Department, the Fire Department, the Department of Public Works, and Town Counsel's Office, prior to action on the application. The Town may request additional information from the applicant if deemed necessary.
3. The Select Board authorizes the Town Administrator or designee to approve new applications for extensions of premises subject to such conditions (including hours of operation) as the Town Administrator or designee deems reasonable and proper. The Select Board hereby approves all premises extensions approved by the Town Administrator or designee pursuant to the authority set forth in this paragraph.
  4. The Town will provide the new applicant with documentation of approval of an extension of premises issued under this Procedure. An approval may be exercised upon filing of notice thereof with the Town Clerk. The applicant is responsible for filing the notice of approval with the Town Clerk.

## 8.B.

5. The Select Board authorizes the Town Administrator or designee together with the Select Board Chair or designee (who will be another Select Board member) to modify or cancel a temporary extension of premises issued pursuant to this Procedure or during the State of Emergency for good cause, after notice and the opportunity to be heard by the Licensee.
6. The Select Board's Office will promptly submit to the ABCC notifications of new approvals of liquor license premises extensions issued under this Procedure, along with the plan or diagram showing the premises extension that it received from the licensee in connection with the application process. The Select Board's Office will promptly notify the ABCC of any modification or cancelation of liquor license premises extensions made pursuant to this procedure.
7. There shall be no temporary extensions of premises under this Procedure in effect after **March 31, 2022**. The Town Administrator or designee may further define and limit the periods of temporary extensions of premises through March 31, 2022. Except to the extent that the Select Board has permanently extended the licensed premises through a vote approving an application for a permanent extension of the premises, on April 1, 2022, the licensed premises will revert back to their form preceding any temporary extensions of premises the Town granted after the Commonwealth of Massachusetts Covid-19 State of Emergency was declared on or about March 10, 2020.



# BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

SUPT. MARK P. MORGAN  
ACTING CHIEF OF POLICE

***Sergeant David Hill***

*Patrol Supervisor*

617-730-2654

*dhill@brooklinema.gov*

July 1, 2020

TO: Superintendent Morgan

RE: Coolidge Corner Sidewalk Sale

---

Sir,

I received a memorandum from Town Hall regarding a request from the Coolidge Corner Merchants Association for permission to conduct an area-wide sidewalk sale in the vicinity of Harvard St and Beacon St on Saturday July 31 and Sunday August 1 from 9:30AM to 6:00PM.

The participating businesses will be set up against their store fronts, and will not be obstructing the pedestrian walk way. Establishments will be displaying merchandise or providing samples.

I believe that this was an annual event prior to the pandemic year, and there are no previous issues that I am aware of. I find no public safety reason to deny this request. I will make an entry into the department bulletins to include the event specifics and the contact information of the organizers, and notify the Community Service Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Hill", with a stylized flourish at the end.

Sgt. David Hill S-14



**FW: Coolidge Corner Sidewalk Sale – July 31st & August 1, 2021****Mark Morgan** <mmorgan@brooklinema.gov>

Thu 7/1/2021 12:02 PM

**To:** Devon Fields <dfields@brooklinema.gov> 1 attachments (191 KB)

CCMA sidewalk sale 2021.pdf;

I have reviewed Sgt. Hill's Report and I approved of the use of the sidewalks in the manner stated for this event.

A/Chief Mark Morgan

---

**From:** David Hill <dhill@brooklinema.gov>**Sent:** Thursday, July 1, 2021 11:31 AM**To:** Devon Fields <dfields@brooklinema.gov>; Mark Morgan <mmorgan@brooklinema.gov>**Cc:** Kim McCormick-Stanton <kstanton@brooklinema.gov>**Subject:** Re: Coolidge Corner Sidewalk Sale – July 31st & August 1, 2021

Hi Devon,

The Chief asked that I review the request made by the Coolidge Corner Merchants. Please see the attached report.

Thanks,

Dave

***Sergeant David Hill***

*Patrol Supervisor**Brookline Police Dept**857-361-2282**[dhill@brooklinema.gov](mailto:dhill@brooklinema.gov)*

---

**From:** Kim McCormick-Stanton <[kstanton@brooklinema.gov](mailto:kstanton@brooklinema.gov)>**Sent:** Wednesday, June 30, 2021 10:26 AM**To:** David Hill <[dhill@brooklinema.gov](mailto:dhill@brooklinema.gov)>**Subject:** FW: Coolidge Corner Sidewalk Sale – July 31st & August 1, 2021

The Chief would like you to check this out..... I'm sure its fine.... If you don't have any issues can you please email back to Devon... Thank you!!

*Kim McCormick-Stanton*

*Office of the Chief of Police**617-730-2249*

---

**From:** Devon Fields <[dfields@brooklinema.gov](mailto:dfields@brooklinema.gov)>**Sent:** Wednesday, June 30, 2021 10:15 AM



**To:** Mark Morgan <[mmorgan@brooklinema.gov](mailto:mmorgan@brooklinema.gov)>  
**Cc:** Kim McCormick-Stanton <[kstanton@brooklinema.gov](mailto:kstanton@brooklinema.gov)>  
**Subject:** Fw: Coolidge Corner Sidewalk Sale – July 31st & August 1, 2021

Hi - we're looking to get this on the agenda for next Tuesday. Please let me know if the Police Department signs off on it.

Thanks!

Devon Fields (she, her, hers)  
Administrative Services Director  
Town Hall |333 Washington St., 6th Floor  
Brookline, MA 02445  
[dfields@brooklinema.gov](mailto:dfields@brooklinema.gov)  
office: (617) 730-2211 |cell: (617) 869-4013  
[www.brooklinema.gov](http://www.brooklinema.gov)



Office Hours: M-Th: 8 a.m. - 5 p.m. Friday: 8 a.m. - 12:30 p.m.

---

**From:** David Leschinsky <[david@eurekapuzzles.com](mailto:david@eurekapuzzles.com)>  
**Sent:** Saturday, June 19, 2021 11:59 AM  
**To:** Devon Fields <[dfields@brooklinema.gov](mailto:dfields@brooklinema.gov)>  
**Cc:** Meredith Mooney <[mmooney@brooklinema.gov](mailto:mmooney@brooklinema.gov)>; Kara Brewton <[kbrewton@brooklinema.gov](mailto:kbrewton@brooklinema.gov)>  
**Subject:** Fwd: Coolidge Corner Sidewalk Sale – July 31st & August 1, 2021

Hi Deven,

Please add me to the schedule of the Selectboard as soon as possible in support of our application to hold a sidewalk sale this summer.

Thank you!

David

---

David Leschinsky

Eureka! Puzzles  
1349 Beacon Street  
Coolidge Corner  
Brookline, MA 02446  
p: 617-738-7352  
[www.eurekapuzzles.com](http://www.eurekapuzzles.com)



----- Forwarded message -----

From: **David Leschinsky** <[david@eurekapuzzles.com](mailto:david@eurekapuzzles.com)>

Date: Sat, Jun 19, 2021 at 11:54 AM

Subject: Coolidge Corner Sidewalk Sale – July 31st & August 1, 2021

To: Melvin Kleckner <[mkleckner@brooklinema.gov](mailto:mkleckner@brooklinema.gov)>, <[selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov)>

Cc: Meredith Mooney <[mmooney@brooklinema.gov](mailto:mmooney@brooklinema.gov)>, Kara Brewton <[kbrewton@brooklinema.gov](mailto:kbrewton@brooklinema.gov)>, <[tsouza@brooklinema.gov](mailto:tsouza@brooklinema.gov)>

On behalf of the Coolidge Corner Merchants Association, I am requesting permission to conduct an area-wide sidewalk sale in Coolidge Corner. The proposed dates are Saturday, July 31st and Sunday August 1 between the hours of 9:30am and 6:00pm on both days. The intent is for businesses in the Coolidge Corner area, on Harvard and Beacon Streets (two blocks to the East/West and North/South of the intersection) to display merchandise on the sidewalk space immediately in front of their stores, without obstructing the sidewalks. Restaurants may be participating and providing food samples on the street as part of this event. Although unlikely, if any of the restaurants intend to sell food on the street, they will update and provide appropriate information to the Health Department directly.

We will secure the appropriate insurance for these events and supply the final Certification to the town as soon as it is available.

Please feel free to contact me directly at [david@eurekapuzzles.com](mailto:david@eurekapuzzles.com) with any questions.

We appreciate your prompt attention to this request.

Sincerely,

David Leschinsky  
Coolidge Corner Merchants Association  
[Coolidgecornershops.net](http://Coolidgecornershops.net)

---

David Leschinsky

Eureka! Puzzles  
1349 Beacon Street  
Coolidge Corner  
Brookline, MA 02446  
p: 617-738-7352  
[www.eurekapuzzles.com](http://www.eurekapuzzles.com)





# *Town of Brookline*

## *Massachusetts*

**Department of Planning and  
Community Development**

Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445-6899  
(617) 730-2130 Fax (617) 730-2442

**Alison Steinfeld  
Director**

TO: Select Board

FROM: Joe Viola, Assistant Director for Community Planning

DATE: 7/1/21

SUBJECT: Housing Production Plan – Brookline Housing Trust Allocation

---

As the Select Board will recall, the Town issued an RFP this past May to procure a consultant to update to the Town's 2016 Housing Production Plan (HPP). After the RFP was issued, the Town was fortunate to receive one proposal from Barrett Planning Group (BPG). Judi Barrett, the firm's principal consultant, ably led the Town's 2016 HPP effort. The Town's Chief Procurement Officer led a committee through the evaluation of BPG's proposal. After the evaluation, including an interview with the BPG team, the committee recommended that the Town move forward with the consultant to undertake the Town's Housing Production Plan update.

While the majority of the update will mirror the MA Department of Housing and Community Development's requirements for HPP content, the RFP requires the consultant to complete an additional task – Task 5 as included in the RFP. While not required for a typical HPP, Task 5 will inform the Town's efforts of establishing town-wide housing production goals. It includes the development of location-based housing and mixed-used development scenarios and a companion methodology that will help the Town to understand fiscal and community impacts of such development.

Preliminary discussions with the consultant team have revealed that more thought is required to develop an approach to completing this task. It is a complex undertaking that will require staff and the consultant to agree on an approach and final deliverable. This pre-contract task could take a number of working meetings with various technical staff to resolve.

The Housing Advisory Board voted at its June 30 meeting to recommend that the Select Board allocate an amount up to \$5,000 to facilitate pre-award scoping meetings with the BPG team. The HAB vote was the following:

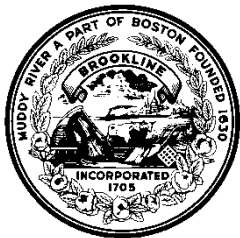
## 8.E.

*The Housing Advisory Board recommends that up to \$5,000 of Housing Trust Funds be authorized by the Select Board for possible payment to the prospective Housing Production Plan consultant, Judi Barrett and her technical associate at their customary hourly rates, for them to engage with Town officials in further negotiations regarding the conduct of certain proposed work program tasks as referenced in the Town's Request for Proposals (RFP) and in the consultant's response to the RFP.*

We ask that the Select Board approve the HAB's funding recommendation. The HAB will review the consultant's final cost proposal and make a separate recommendation to the Select Board at a later date related to the overall costs of completing the HPP update. A vote will be sought from the Select Board at that time for an additional Housing Trust expenditure and for approval of the consultant's contract.

We ask the Board take the following vote:

*Question of approving the Housing Advisory Board's recommendation that a maximum of \$5,000 in Housing Trust funds be allocated for tasks related to the development of a scope and approach for location-based development scenarios, including the fiscal and community impacts of such development scenarios, as referenced in Task 5 of the Town's Housing Production RFP and in the consultant's response to the RFP.*




**TOWN OF BROOKLINE**  
*Massachusetts*  
**DEPARTMENT OF PUBLIC WORKS**

*Erin Chute Gallentine*  
 Commissioner

## **Interoffice Memorandum**

---

To: Select Board  
 From: Erin Chute Gallentine, Commissioner of Public Works  
 Frederick W. Russell, P.E., Director of Water & Sewer   
 Date: June 23, 2021  
 Re: Award of Contract PW/21-05 "Sewer System Repairs"  
 Cc: Melvin A. Kleckner, Town Administrator  
 Robert T. King, P.E., Director of Engineering & Transportation

Recommended for award and execution, and prepared for your signatures, please find attached contract **PW/21-05 "Sewer System Repairs"** with D'Allessandro Corp., 254 Pleasant Street, West Bridgewater, MA 02379 in the amount of \$108,602.40.

On June 10, 2021, proposals for contract PW/21-05 "Sewer System Repairs" were publicly opened and read aloud. Three (3) bids were received and are summarized below in ascending order of the estimated total contract price bid:

1. D'Allessandro Corp.	\$108,602.40
2. Aqualine Utility	\$111,825.00
3. A.D. Paolini	\$182,575.00

The work specified in this contract involves point repair of damaged sewer lines and the removal of known stormwater inflow sources to the sewer system. In order to remove the inflow, piped connections will need to be disconnected from the sewer system and reconnected into the drainage system. In some cases where this is not possible additional infiltration systems will be added to direct stormwater into the ground to the maximum extent practical before overflowing to the sewer system. Reducing inflow saves the Town money because it decreases the amount of flow sent to the MWRA wastewater treatment plant. This work is eligible for the MWRA Infiltration and Inflow Grant/Loan Program. There are sufficient funds to complete this work.

## TOWN OF BROOKLINE

## CONTRACT CODING APPROVAL FORM

DEPARTMENT: DPW/Engineering Division

Prepared by: JWH

Vendor Name: D'Allessandro Corp.

Vendor #

Contract Name: Sewer System Repairs

Contract # PW/21-05

Purpose of Contract/Description\*

Amount of Contract \$108,602.40

Point repairs and removal of inflow stormwater inflow sources to the sanitary sewer system.

## CODING

Org #	Org Name	Acct #	Acct Name	Amount
4997C200	Wastewater Imp	6C0005		\$ 108,602.40
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

\*For "K" or "C" accounts, please call it "CIP", precede by your Dept (e.g., 4909K001 would be "DPW CIP")

Department Head

*Erin Gallentine*

Date 06/23/21

**Comptroller and Purchasing Approvals**

Funds Available/Codes Correct

Comptroller

06/24/2021

Date Approved by Comptroller

Complies with Appropriate Procurement Law  
MGL ch 149, ch 30 30M, or ch 30B

Purchasing

Date Approved by Purchasing



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Lead Teacher Grade: GN-04

2. Department: Recreation Division: Recreation/Soule Early Childhood

3. Position Control #: 630000041 Prior Incumbent: Sulieca Gutierrez

a. Reason for Leaving: new opportunity

4. Budgetary Information:

Department Code: 6321SL04 Budget Code: 510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☒ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☐ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Plans, implements and maintains developmentally appropriate curriculum
2. Plans, implements, and directly oversees developmentally appropriate curriculum
3. Ensure that children adjust successfully to a classroom; foster positive relationships

9. I have considered the following alternatives to filling this position:

PT employees

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

This is a budgeted full time position needed to meet ratio requirements in or licensed program

Lead Teacher

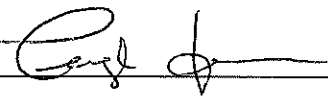
Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: 	Date: <u>7/1/21</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:



Lead Teacher at Early Education Center

Grade GN-4

**PRIMARY PURPOSE**

The Lead Teacher develops and maintains parent relationships, collaborates with colleagues, and takes part in continuous professional development, which ensures a quality learning environment and meets the developmental needs of children aged twelve months to five years. Provides a nurturing, consistent, developmentally appropriate environment that meets the cognitive, emotional, social and physical needs of the Center's children, and other related tasks as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Plans, implements and maintains developmentally appropriate classroom space, material and equipment.

Plans, implements, directs and oversee developmentally appropriate curriculum and activities with input from teachers in the classroom; primarily responsible to oversee safety and well-being of children in the classroom.

Responsible to ensure children adjust successfully to a classroom, foster positive relationships between children and their peers.

Promote positive discipline practices that support problem solving and conflict resolution consistent with the staff handbook and EEC standards, rules and regulations.

Supervise toileting, toilet training and diapering practices.

Evaluate children's development ongoing, work with specialists or outside services designated to a child.

Responsible to maintain children's attendance and ongoing development records and portfolio.

Complete formal observations and assessments of children in classroom two times per year, schedule and conduct parent conferences to review child assessment two times per year.

Develop and maintain positive and effective communication with parents, create a welcoming environment for parents.

Attend parent meetings on topics related to early education and care and center

Brookline, Massachusetts  
Recreation Department  
Lead Teacher, Early Learning Center

## 8.G.

### EDUCATION AND EXPERIENCE

EEC lead teacher qualified. Bachelor's degree in child development, early childhood education or a related field and a minimum of two years experience as an early childhood teacher, or an equivalent combination of training and experience that includes an Associate's degree in child development, early childhood education or a related field.

### ADDITIONAL REQUIREMENTS

Certification in CPR and First Aid

Valid Massachusetts Driver's License, Class D

### KNOWLEDGE, ABILITY AND SKILL

Thorough knowledge and understanding of EEC licensing regulations, standards and policies and procedures. Strong interpersonal skills; ability to work cooperatively and communicate well with others, verbally and writing, including co-workers, children and parents.

Organized, reliable and conscientious, able to work independently and as a team; ability to act professionally, appropriately, and to maintain confidentiality of records and other information.

Willingness to increase knowledge in the field, to work toward meeting performance goals, and to understand and abide the Center's policies and procedures.

Knowledge of computer applications (word processing, internet and intranet and software applications).

### PHYSICAL REQUIREMENTS

Minimal physical effort is required. The employee is frequently required to stand, walk, speak, hear, sit, use hands to operate equipment and may be required to lift up to 30 pounds. Vision requirements include the ability to read routine documents, use a computer and operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

Brookline, Massachusetts  
Assistant Recreation Leader - Recreation Department

3



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Recreation Leader II Grade: GN-08

2. Department: Recreation Division: Recreation Administration

3. Position Control #: 630000016 Prior Incumbent: Sarah Condon

a. Reason for Leaving: Other opportunities

4. Budgetary Information:

Department Code: 67% Budget Code: 6327SL04/6329SL04 % 33

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☒ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☐ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Participate in the development, planning, coordination of recreation, leisure, athletic pro

2. Serve on committees and assist as necessary

3. Act as manager for Tappan facility

9. I have considered the following alternatives to filling this position:

promotion

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

n/a

Authorization To Hire Request Form

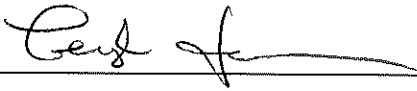
11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,

ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: <u></u>	Date: <u>7/1/21</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

**RECREATION LEADER II/Asst. Program Manager****Grade GN-8****PRIMARY PURPOSE**

Develop, implement, evaluate, plan and deliver Recreation services, special events and program delivery relating to the daily operations of the Tappan Street Facility, development and delivery of the agency sports services at Tappan and sports related services at satellite locations; other related work, as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Monitor all areas of the facility to ensure building and facility is in full operation and working properly; ensure that the facility is in clean and safe for use. Participate in the development, planning, coordination and implementation of a variety of recreation, leisure, athletic and educational programs; serve as a specialist and a leader for certain program areas.

Train and supervise staff and volunteers.

Develop and create program and facility schedules in coordination with town, school and other user groups; Implement policies and procedures; Participate in the development, planning, coordination and implementation of recreation, leisure, athletic and educational programs; serve as a specialist and coordinator for certain program areas. Develop and implement high quality programs that respond to the needs of the community and that are reflective of current trends in health, wellness and recreation. Supervise programs, athletic leagues (both indoor & outdoor), contracted vendors and rentals at the Tappan Facility and satellite locations seasonally.

Serve on committees and assist as necessary or appropriate; assist with other recreation programs, as necessary.

Knowledge of recreation principles and practices, current industry trends, community needs, program planning, public relations and customer service.

Order supplies and materials; monitor program and facility budget;

Act as manager of the Tappan facility in the absence of the Program Manager.

Act as a liaison with community agencies, other Town Departments including the Public Schools of Brookline, non-profit groups, local civic groups or other similar groups. Serve on committees and assist as necessary or appropriate; assist with various recreation programs as necessary.

Excellent organization, planning, communication and technology skills.

Perform similar or related work as required, or as situation dictates.

Brookline, Massachusetts  
Recreation Leader II - Recreation Department  
Revised 6/2021

## 8.G.

up to 30 pounds. Vision requirements include the ability to read routine and technical documents, use a computer and operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Admin Lead Teacher/Site Coordinator Grade: T-3

2. Department: Recreation Division: Recreation Revolving

3. Position Control #: 630000036 Prior Incumbent: Brittany Abany

a. Reason for Leaving: not leaving/promoted to Soule Early Childhood Director

4. Budgetary Information:

Department Code: 6326SL04 Budget Code: 510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☒ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☐ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Director of After School Program

2. Curriculum development planning, and staff oversight

3. Ensure compliance with EEC guidelines for school aged children

9. I have considered the following alternatives to filling this position:

promotion

\_\_\_\_\_

\_\_\_\_\_

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

n/a

\_\_\_\_\_

\_\_\_\_\_



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE**: Admin Lead Teacher/Site Coordinator Grade: T-3

2. Department: Recreation Division: Recreation Revolving

3. Position Control #: 630000036 Prior Incumbent: Brittany Abany

a. Reason for Leaving: not leaving/promoted to Soule Early Childhood Director

4. Budgetary Information:

Department Code: 6326SL04 Budget Code: 510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☒ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☐ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

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3. Ensure compliance with EEC guidelines for school aged children

9. I have considered the following alternatives to filling this position:

promotion

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

n/a



## **One Day Temporary Alcohol license**

Applicant: Karen Hasenfus  
DBA: Larz Anderson Auto Museum  
Location: 15 Newton Street

### **Application Details:**

A Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Tuesday, July 13, 2021 for Faculty Reception from 2:30PM – 6:30PM at 15 Newton Street

### **Report:**

Police Department (Approved)



MARK P. MORGAN  
ACTING CHIEF OF POLICE

# BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 30 June 2021

RE: Wine & Malt Beverages – One Day Permit – Non-Sales – 7/13/2021  
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit to serve Wine and Malt beverages for a faculty reception to be held on Tuesday, July 13th, 2021 from 2:30 PM to 6:30 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 60 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided Premier Bar Service, (781)223-5001, who employ certified Tips bartenders. The caterer has submitted a copy of their bartenders' certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



Public Safety Building, 350 Washington Street, Brookline, Massachusetts 02445  
Telephone (617) 730-2249 ♦ Facsimile (617) 730-8454

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Mark Morgan, Acting Chief of Police  
FROM: Melvin Kleckner, Town Administrator  
RE: Wine and Malt Beverages - One Day License – Non Sales  
DATE: June 29, 2021

---

May we please have a report on the attached request for:

A Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Tuesday, July 13, 2021 for Faculty Reception from 2:30PM – 6:30PM at 15 Newton Street

This application will go before the Board on **July 6, 2021**. May we please have the report no later than **ASAP**.

Thank you.

**TOWN OF BROOKLINE  
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON  
TOWN PROPERTY (NON SALES /WINE & BEER ONLY)**

Date June 23, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Faculty Reception  
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
(Name of Person or Organization)

15 Newton Street , Brookline MA 02445  
(Address of Person or Organization)

On the 13th day of July 2021

Between the hours of 2:30 PM—6:30 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

3 cases each wine and beer

2) What is the maximum number of people to attend? 60

3) What is the age group of people to attend? 40

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Premier Bar Service (781) 223-5001

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)
Telephone number:	(617) 522-6547	(617) 283-7265	

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title (if on the behalf of an Organization)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number(s)

\_\_\_\_\_  
Email address(es)

12/16/2018

IMG\_1859.JPG

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ID#: 4963264 Name: MICHAEL H FERRIS  
Exam Date: 11/6/2018

Expiration Date: 11/6/2021



On Premise

**CERTIFIED**

Issued: 12/3/2018

Expires: 11/6/2021

ID#: 4963264

**MICHAEL H FERRIS**  
**101 Station Lndg**  
**Medford, MA 02155-5134**

*For service visit us online at [www.gettips.com](http://www.gettips.com)*  
**TIPS Trainer: Mary Cronin, 50714**



PREMIER-01

JHOGAN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>EPIC Insurance Brokers &amp; Consultants</b> <b>144 Gould Street Suite 100</b> <b>Needham, MA 02494</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): (781) 455-0700</b>		<b>FAX (A/C, No): (781) 449-8976</b>
	<b>E-MAIL ADDRESS: certificates@roblininsurance.com</b>		
<b>INSURED</b>  <b>Premier Catering &amp; Bar Service LLC</b> <b>P.O. Box 540194</b> <b>Waltham, MA 02454</b>	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Landmark American Ins. Company</b>		<b>33138</b>
	<b>INSURER B : Safety Insurance Company</b>		<b>39454</b>
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			LHA112420	3/11/2021	3/11/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5911885	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			LHA112420	3/11/2021	3/11/2022	Ea Common Cause 1,000,000
A	Liquor Liability			LHA112420	3/11/2021	3/11/2022	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Town of Brookline is additional insured for an event to take place at the Larz Anderson Auto Museum on July 13, 2021.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Brookline  
 333 Washington Street  
 Brookline, MA 02146

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## **One Day Temporary Alcohol license**

Applicant: Karen Hasenfus  
DBA: Larz Anderson Auto Museum  
Location: 15 Newton Street

### **Application Details:**

A Temporary All Alcohol Beverages Non Sales License to The Larz Anderson Auto Museum to be held on Saturday, July 17, 2021 for Bar Mitzvah from 5:00PM – 11:00PM at 15 Newton Street.

### **Report:**

Police Department (Approved)



# BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

MARK P. MORGAN  
ACTING CHIEF OF POLICE

TO: Acting Chief Mark P. Morgan

FROM: Lt. Michael P. Murphy #31

DATE: 1 July 2021

RE: All Alcohol Beverages – One Day Permit – Non-Sales – 7/17/2021  
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit to All Alcohol Beverages for a Bar Mitzvah to be held on Saturday, July 17th 2021, from 5:00 PM to 11:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 50 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by the Cocktail Bar Staff of Jim D'Entremont, (617) 590-3453, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,  
Lt. Michael P. Murphy #31



**TOWN OF BROOKLINE  
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON  
TOWN PROPERTY (NON SALES /ALL TYPES)**

Date June 25, 2021

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Bar Mitzvah  
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum  
(Name of Person or Organization)

15 Newton Street, Brookline MA 02445  
(Address of Person or Organization)

On the 17th day of July, 2021

Between the hours of 5:00PM—11:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

**NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.**

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

1 cases each wine and beer and 2 bottles each other

2) What is the maximum number of people to attend? 50

3) What is the age group of people to attend? 35

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Cocktail Bar Staff Jim D'Entremont (617-590-3453)

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	74 Main Street	Medfield MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

**This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.**

**By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title (if on the behalf of an Organization)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number(s)

\_\_\_\_\_  
Email address(es)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2021

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<b>PRODUCER</b> Kaplansky Insurance 253 Washington St Weymouth MA 02188		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 781-331-5200 E-MAIL ADDRESS: certificates@kaplansky.com FAX (A/C, No): 781-340-1817	
<b>INSURED</b> Cocktails, LLC c/o Jim Dentremont 5 Nanset Rd Weymouth MA 02191		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Mount Vernon Fire Insurance Company INSURER B: USLI -United States Liability Insurance INSURER C: Mapfre Commerce Insurance Company INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b> 34754	

## COVERAGES

CERTIFICATE NUMBER: 781747906

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR ** See Below GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL 2010506	3/7/2021	3/7/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BDQC09	11/20/2020	11/20/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			XL 2560409	3/7/2021	3/7/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 Prod/CO Agg \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability			LQ1003596	3/7/2021	3/7/2022	Per Person Limit 1,000,000 Per Accident Limit 1,000,000 Aggregate Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\*\* Contractual Liability per general liability form CG0001 1207, liquor liability form CG0033 1207, LQ355MA 0710 and excess liability form XL MA 0720.

Classification limitation per L-232s 0905. Excess policy is excess over general liability only.

Liquor Liability Assault or Battery Sublimit per LQ357 0415:

Per Person \$1,000,000

Per Accident \$2,000,000

Operations: Catering and Bartending Services

See Attached...

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Town of Brookline  
 333 Washington Street  
 Brookline MA 02445

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AGENCY CUSTOMER ID: COCKLLC-01

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Kaplan's Insurance		NAMED INSURED Cocktails, LLC c/o Jim Dentremon 5 Nanset Rd Weymouth MA 02191	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS****THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Certificate holder is included as an additional insured as respects general liability if required by written agreement with the insured per company form L-723 0209.

Certificate holder is included as additional insured with a waiver of subrogation as respects auto liability if required by written agreement with the insured per policy form CIC957 1006.

Re: For an event to take place at the Larz Anderson Auto Museum on Thursday, July 17, 2021.

**FOOD VENDOR / ENTERTAINMENT**

Applicant: Boba Tea & Snow Ice House Inc  
DBA: Boba Tea & Snow Ice House  
Location: 171 Amory St, Brookline, MA 02445

**Application Details:**

Question of approving application for a Food Vendor License for Boba Tea & Snow Ice House Inc. d/b/a Boba Tea & Snow Ice House at 171 Amory St. Hours of operation will be Monday – Saturday 11:00AM – 9:00PM Sunday 11:00AM – 7:00PM.

Question of approving the application for an Entertainment License for Boba Tea & Snow Ice House Inc. d/b/a Boba Tea & Snow Ice House at 171 Amory St. Entertainment will consist of radio and recorded music Monday – Saturday 11:00AM – 6:00PM.

**Reports (Attached):**

Health Department (Approved)  
Building Department (Approved)  
Police Department (Approved)  
Fire Department (Approved)





**TOWN of BROOKLINE**  
*Massachusetts*

**BUILDING DEPARTMENT**

**Daniel F. Bennett**  
Building Commissioner

**INTEROFFICE MEMORANDUM**

---

**Date:** June 15, 2021

**To:** Melvin Kleckner  
Town Administrator

**From:** Daniel Bennett  
Building Commissioner

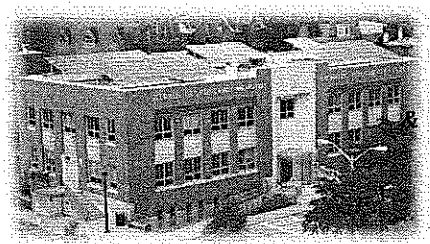
**Re:** **171 Amory Street** - Application from Boba Tea & Snow Ice House Inc., d/b/a Boba Tea & Snow Ice House, Chhear Hang, Owner, for a Food Vendor and Entertainment (Radio and Taped music) License and hours of operation Monday – Saturday 11:00am – 9:00pm and Sunday 11:00am – 7:00pm (your memo dated June 10, 2021).

The subject premises is located in a G-2.0 (General) Business District. The use as a store of less than 5,000 square feet as a food vendor is permitted per Section 4.07, Use #29 of the Town of Brookline Zoning By-Law.

The premises conforms to the pertinent provisions of the State Building Code for use as a Food Vendor establishment with **no seating**. The applicant is reminded that all signs and advertising devices require permits prior to installation and must be approved pursuant to the Zoning By-Law. It should also be noted that all building, plumbing, gasfitting, wiring and mechanical work requires permits from the Building Department. A Certificate of Occupancy is required to be issued from the Building Dept. prior to opening the business.

If an odor problem occurs as a result of this use an odor control system designed and stamped by a registered professional engineer must be installed with a maintenance and cleaning schedule approved by the Building Department.

The Building Department has no objection with the Application from Boba Tea & Snow Ice House Inc., d/b/a Boba Tea & Snow Ice House, Chhear Hang, Owner, for a Food Vendor and Entertainment (Radio and Taped music) License and hours of operation Monday – Saturday 11:00am – 9:00pm and Sunday 11:00am – 7:00pm.



**TOWN OF BROOKLINE  
DEPARTMENT OF PUBLIC HEALTH**

**11 Pierce Street, Brookline, Massachusetts, 02445**  
**Telephone: (617) 730-2300 Facsimile: (617) 730-2296**  
**Website: [www.brooklinema.gov](http://www.brooklinema.gov)**

Our vision is an inclusive community that is healthy, safe, connected & equitable for all!

**Dr. Swannie Jett, DrPH, MSc**  
**Director of Public Health**  
**& Human Services**

**BROOKLINE DEPARTMENT OF PUBLIC HEALTH  
M E M O R A N D U M**

To: Melvin Kleckner,  
Town Administrator  
for the Select Board

From: Dr. Swannie Jett, SJ  
Director of Public Health and Human Services

Date: June 30, 2021

Re: Boba Tea & Snow Ice House  
171 Amory St  
Boba Tea & Snow Ice House, Inc., Applicant

---

Please be advised that the Department of Public Health has no objection to the issuance of a Food Vendor/Entertainment license recommendation to the above noted establishment.

This recommendation is under the following conditions:

- The operator must comply with the Restaurant Health and Safety Standards outlined in the State's Reopening Plan.
- The establishment is renovated to comply with Health Code requirements.
- All floor plans, applications and fees are submitted to Department as required.

## 10.A.

- The operator maintains Food Safety and Allergy Awareness Certification.
- An odor control system should be installed and maintained to prevent excessive cooking odors should the Department receive valid nuisance complaints.
- The establishment receives a pre-operational inspection before the license is released.
- The establishment must comply with the Town By-Laws on the use of artificial Trans-Fats, Polystyrene and Offering Public Water.

S:food SelectBoard:BobaTeaFoodEnt21



SUPT. MARK P. MORGAN  
ACTING CHIEF OF POLICE

## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

**Sergeant David Hill**

Patrol Supervisor

617-730-2654

dhill@brooklinema.gov

June 15, 2020

TO: Superintendent Morgan

RE: Food Vendor License – Boba Tea

Sir,

I received a memorandum from Town Hall regarding a request by Chhear Hang on behalf of Boba Tea & Snow Ice House, Inc. for a new Food Vendor license. Mr. Hang would be establishing a new take-out café operating as *Boba Tea & Snow Ice House* at 171 Amory Street. This location was previously occupied by the *Barre and Soul* yoga studio. I am unaware of any past issues at establishments at this location.

The menu will be offering various teas, coffee and other beverages for take-out. Business hours will be 11:00AM - 9:00PM on Monday through Saturday, and 11:00AM - 7:00PM on Sundays. Also included in this application is a request for an entertainment license permitting the use of radio and recorded music on Monday through Saturday from 11:00AM – 6:00PM; this is consistent with neighboring businesses in the area.

Mr. Hang appears to have experience in the food industry owning and managing another branch of *Boba Tea* in Lynn, Massachusetts. His application includes references from individuals that know him both personally and professionally. There are no documented interactions with this police department.

I find no public safety reason to deny these requests.

Respectfully submitted,

Sgt. David Hill S-14



Public Safety Building, 350 Washington Street, Brookline, Massachusetts 02445  
Telephone (617) 730-2249 ♦ Facsimile (617) 730-8454

**Tiffany Souza**

---

**From:** David A Randolph  
**Sent:** Tuesday, June 29, 2021 3:16 PM  
**To:** Tiffany Souza  
**Subject:** Re: Request for Report - Boba Tea

Hi Tiffany,

The Fire Department has no issues with 171 Amory St. and the build out for **Boba Tea**. We went to the address today and it looks to be empty. The applicant should work with a consultant to ensure that the current fire protection is adequate for their business.

Sincerely,

David Randolph  
 Deputy Chief  
 Fire Prevention Division  
 Brookline Fire Department  
 (617) 730-2266 (o)  
<http://www.brooklinema.gov/fireprevention>

---

**From:** Tiffany Souza <tsouza@brooklinema.gov>  
**Sent:** Tuesday, June 29, 2021 10:38 AM  
**To:** David A Randolph <drandolph@brooklinema.gov>; Dai Nguyen <dnguyen@brooklinema.gov>; Roland Lankah <rlankah@brooklinema.gov>  
**Subject:** FW: Request for Report - Boba Tea

Please submit report.

**Tiffany Souza**

Administrative Assistant – Licensing



Town of Brookline | Select Board's Office  
 333 Washington Street, 6<sup>th</sup> FL  
 Brookline, MA 02445-6853  
 ☎: (617) 730-2203 | 📠: (617) 730-2054

---

**From:** Tiffany Souza <tsouza@brooklinema.gov>  
**Sent:** Thursday, June 10, 2021 9:18 AM  
**To:** Dai Nguyen <dnguyen@brooklinema.gov>; Dan Bennett <dbennett@brooklinema.gov>; David Hill <dhill@brooklinema.gov>; David A Randolph <drandolph@brooklinema.gov>; Jasmine Stokes <jstokes@brooklinema.gov>; Kristen Curtis <kcurtis@brooklinema.gov>; Mark Morgan <mmorgan@brooklinema.gov>; Swannie Jett <sjett@brooklinema.gov>; Tiffany Souza <tsouza@brooklinema.gov>; Todd Kirrane <tkirrane@brooklinema.gov>  
**Subject:** Request for Report - Boba Tea

MEMORANDUM

TO: Dr. Swannie Jett, Director of Health & Human Services  
Daniel Bennett, Building Commissioner  
Mark Morgan, Acting Chief of Police  
John Sullivan, Chief of Fire

FROM: Melvin Kleckner, Town Administrator

RE: Food Vendor / Entertainment

DATE: June 10, 2021

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May we please have reports on the attached application:

Applicant:	Boba Tea & Snow Ice House Inc
DBA:	Boba Tea & Snow Ice House
License Type:	Food Vendor
Location:	171 Amory St, Brookline, MA 02445

**Application Details:**

Request of approving the application for a Food Vendor License for Boba Tea & Snow Ice House Inc. d/b/a Boba Tea & Snow Ice House at 171 Amory St. Hours of operation will be Monday – Saturday 11:00AM – 9:00PM Sunday 11:00AM – 7:00PM.

Request of approving the application for an Entertainment License for Boba Tea & Snow Ice House Inc. d/b/a Boba Tea & Snow Ice House at 171 Amory St. Entertainment will consist of radio and recorded music Monday – Saturday 11:00AM – 6:00PM.

This application is scheduled to go before the Board on **July 6, 2021**. Please have the reports no later than **June 29, 2021**.

Thank you.

## Checklist for Food Vendor



- ☒ Food Vendor Application
  - ☒ Description of Operations
  - ☒ Copy of menu
  - ☒ Vote of Corporation
  - ☒ Litter Letter
  - ☒ Delivery description
  - ☒ Renovation Form
  - ☒ License Interview Form
  - ☒ State Tax Verification Form
  - ☒ Three letters of reference
  - ☒ A set of: a description, illustration, and/or detailed plans
  - ☐ Certificate of Occupancy, Use, or Inspection agreement
  - ☒ Workers' Compensation Form (required prior to opening)
  - ☐ General Liability Insurance Certificate (required prior to opening)
  - ☒ Entertainment Application
  - ☒ Outdoor Seating Application
- 
- ☒ Report from Brookline Police
  - ☒ Report from Building
  - ☒ Report from Fire
  - ☒ Report from Health
  - ☐ DPW (Outside seating only)

OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

**APPLICATION FOR NEW LICENSE  
FOOD VENDOR  
(TAKE OUT ONLY – NO SEATING)**

DATE: 05/04/2021

LOCATION: 171 Amory Street

APPLICANT: Chhear Hang

INDIVIDUAL/PARTNERSHIP/CORPORATION

D/B/A: Boba Tea & Snow Ice House, Inc

BUSINESS OWNERSHIP- INDIVIDUAL/PARTNERS/CORPORATE OFFICERS:

NAME	TITLE	ADDRESS	PHONE#	EMAIL ADDRESS
------	-------	---------	--------	---------------

NAME	TITLE	ADDRESS	PHONE #	EMAIL ADDRESS
------	-------	---------	---------	---------------

NAME	TITLE	ADDRESS	PHONE #	EMAIL ADDRESS
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HOURS OF OPERATION FOR FOOD SERVICE:

DAYS: Monday - Saturday HOURS: 11:00am - 9:00pm

DAYS: Sunday HOURS: 11:00am - 7:00pm

DAYS: \_\_\_\_\_ HOURS: \_\_\_\_\_

HAVE YOU PREVIOUSLY HELD A COMMON VICTUALLER LICENSE IN BROOKLINE/ELSEWHERE? No  
IF YES, LOCATION: AND DATES: \_\_\_\_\_

IF NOT, DO YOU HAVE PRIOR EXPERIENCE IN THE FOOD SERVICE BUSINESS: \_\_\_\_\_

IF YES, LOCATION: AND DATES 1 City Hall Sq Lynn, Ma 07901 12/1/2018



**MENU: (GENERAL TYPE OF FOOD SERVED)**

Tea &amp; Coffee

FLOOR SPACE SQ. FT. 700 SpNUMBER OF PARKING SPACES (IF ANY): 0NUMBER OF EMPLOYEES: 2

APPLICANT SIGNATURE \_\_\_\_\_ TITLE: Owner PHONE# 619-798-9898  
EMAIL ADDRESS hangchhear2010@yahoo.com

**ALL FOOD VENDOR LICENSES ARE SUBJECT TO APPLICABLE FEDERAL, STATE, AND TOWN LAWS, REGULATIONS AND CODES, INCLUDING MASSACHUSETTS GENERAL LAWS CHAPTER 140, TOWN BYLAWS SECTION 8.10, AND THE TOWN'S PREPARED FOOD SALES REGULATIONS.**

MENU: (GENERAL TYPE OF FOOD SERVED)

Tea & Coffee

FLOOR SPACE SQ. FT.

700 sq.

NUMBER OF PARKING SPACES (IF ANY):

0

NUMBER OF EMPLOYEES:

2 people.

APPLICANT SIGNATURE

TITLE: OwnerPHONE# 619 7989888

EMAIL ADDRESS

hangchhear2010@yahoo.com

ALL FOOD VENDOR LICENSES ARE SUBJECT TO APPLICABLE FEDERAL, STATE, AND TOWN LAWS, REGULATIONS AND CODES, INCLUDING MASSACHUSETTS GENERAL LAWS CHAPTER 140, TOWN BYLAWS SECTION 8.10, AND THE TOWN'S PREPARED FOOD SALES REGULATIONS.



**VOTE OF CORPORATION**

**DATE:** \_\_\_\_\_

**AT A MEETING OF THE BOARD OF DIRECTORS OF** \_\_\_\_\_

**HELD AT:** \_\_\_\_\_ **ON:** \_\_\_\_\_

**IT WAS DULY VOTED THAT THE CORPORATION APPLY TO THE LICENSING BOARD FOR THE TOWN OF BROOKLINE FOR A**

\_\_\_\_\_  
**(TYPE OF LICENSE)**

**FOR THE YEAR** \_\_\_\_\_ **TO BE EXERCISED ON THE PREMISES LOCATED AT**

**VOTED: TO AUTHORIZE** \_\_\_\_\_ **TO SIGN**

**THE APPLICATION FOR THE LICENSES IN THE NAME OF** \_\_\_\_\_

\_\_\_\_\_ **AND TO EXECUTE ON ITS BEHALF ANY NECESSARY PAPERS, AND TO DO ALL THINGS REQUIRED RELATIVE TO THE GRANTING OF THE LICENSE.**

**THIS CORPORATION HAS** \_\_\_\_\_ **BEEN RESOLVED.**

**A TRUE COPY**

**ATTEST:** \_\_\_\_\_

**CLERK**



**RENOVATION FORM**

IF RENOVATIONS ARE BEING MADE TO LOCATION: PLEASE DESCRIBE IN DETAIL WHAT RENOVATIONS WILL BE MADE, DATE AND SIGN BELOW.

(1) Add 3 compartment Sink, Hand Sink, mop sink

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---

(2) Add some pendant lights

---



---

(3) Change new floor

---



---

(4)

---



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(5)

---



---

(6)

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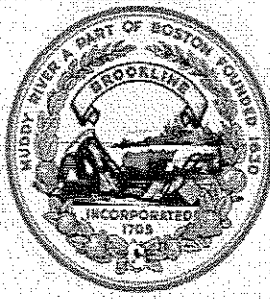


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DATE: 5/4/21

SIGNATURE OF APPLICANT:

**(PLEASE SUBMIT A SET OF PLANS )**



### RENOVATION FORM

IF RENOVATIONS ARE BEING MADE TO LOCATION: PLEASE DESCRIBE IN DETAIL WHAT RENOVATIONS WILL BE MADE, DATE AND SIGN BELOW.

- (1) Add 3 Compartment Sink, hand Sink,  
map Sink
- (2) Add some pendant light
- (3) change a new floor
- (4) add a new counter
- (5)
- (6)

DATE:

5/4/21

SIGNATURE OF APPLICANT:

(PLEASE SUBMIT THREE SETS OF PLANS )



**LICENSE INTERVIEW FORM**

**TYPE OF LICENSE APPLYING FOR:** Food Vendor

**NAME:** Chhear Hang

**ADDRESS:** [REDACTED]

**EMAIL ADDRESS:** hangchhear2010@yahoo.com

**PHONE #:** 619-798-9898

**PLACE OF BIRTH:** Cambodia

**FATHER'S NAME:** Hang Ann      **MOTHER'S MAIDEN NAME:** Anita

**ARE YOU A CITIZEN?**      YES ☒      NO ☐      **ALIEN CARD #** \_\_\_\_\_

**ARE YOU A VETERAN:**      YES ☐      NO ☐

**RESIDENCES FOR LAST FIVE YEARS**

**DATE:** 01/03/2015-Present      **LOCATION:** [REDACTED]

**DATE:** 5/3/2020-1/3/2015      **LOCATION:** [REDACTED]

**DATE:** \_\_\_\_\_      **LOCATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_      **LOCATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_      **LOCATION:** \_\_\_\_\_

**EDUCATION**

DATE: 12/05/2014 LOCATION: 2 years at Norshore Community College

DATE: 11/05/2008 LOCATION: B.A of Business (Cambodra)

DATE: LOCATION:

DATE: LOCATION:

**EMPLOYMENT HISTORY**

DATE: 05/06/2015 LOCATION: Temporary POSITION Manager

DATE: 12/01/2018 LOCATION: Boba Tea (Lynn) POSITION Owner

DATE: LOCATION: POSITION

DATE: LOCATION: POSITION

DATE: LOCATION: POSITION

SIGNATURE: DATE: 05/04/2021

**(PLEASE SUBMIT THREE CHARACTER REFERENCES WITH APPLICATION)**

EDUCATION

DATE: 12/5/2014 LOCATION: Finished Two Years at -  
Worsham Community College (Lynn)

DATE: LOCATION:

DATE: 1/5/2008 LOCATION: graduated B.A. of Business (Cambridge)

DATE: LOCATION:

EMPLOYMENT HISTORY

DATE: 5/6/2015 LOCATION: Temporary Quality work (Lynn) POSITION Manager

DATE: 12/1/2018 LOCATION: BoBa Tea (Lynn) POSITION Owner

DATE: LOCATION: POSITION

DATE: LOCATION: POSITION

DATE: LOCATION: POSITION

SIGNATURE:  DATE: 5/4/21

(PLEASE SUBMIT THREE CHARACTER REFERENCES WITH APPLICATION)





**STATE TAX VERIFICATION FORM**

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes as required under law.

\_\_\_\_\_  
 \*Signature of Individual

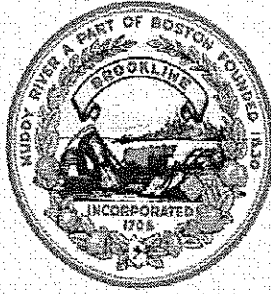
\_\_\_\_\_  
 By: Corporate Officer



\*\* Social Security #  
 Voluntary or Federal ID #

\*This license will not be issued unless this certification clause is signed by the applicant.

\*\*Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law Chapter 62C, Section 49A.



OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

### Certificate of Occupancy or Certificate of Use Agreement

All new establishments, pursuant to 780 CMR The Massachusetts State Building Code Section R110.0 or 111.0 as amended, are required to obtain a Certificate of Occupancy or Certificate of Use from the Building Department.

After the Select Board approval, prior to the start of business, a Certificate of Occupancy or Certificate of Use must be provided to the Select Board's Office to be filed with the application.

With the submittal of the Certificate of Occupancy or Certificate of Use you will then, and only then, be issued the license(s) associated with your establishment. These licenses are required to be in your possession prior to your establishment being open to the public.

Operating an establishment without proper licensing and/or Certificate may result in fines and possibly closure of the establishment until you have been cleared, by departmental approval, to open.

Any questions or concerns in regards to obtaining a Certificate of Occupancy or Certificate of Use can be answered at the Brookline Building Department 617-730-2100.

Application Agrees to terms and conditions:

APPLICANT SIGNATURE \_\_\_\_\_

TITLE: Owner

PHONE#: 617-798-9898

EMAIL ADDRESS: hangchhear241@yahoo.com



OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

ENTERTAINMENT APPLICATION

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 140, SECTION 181 (\*183A) OF THE MASSACHUSETTS GENERAL LAWS, THE UNDERSIGNED HEREBY APPLIES FOR A LICENSE FOR THE FOLLOWING FORMS OF ENTERTAINMENT:

APPLICANT: Chhear Hang

D/B/A BOBA TEA & SNOW ICE HOUSE

LOCATION: 171 Amory street, Brookline, MA 02446

TELEPHONE # 617-798-9898 EMAIL ADDRESS: hangchhear2010@yahoo.com

TYPE OF ENTERTAINMENT:

(1) RADIO ☒ TAPED MUSIC ☒ JUKE BOX \_\_\_\_\_ TELEVISION \_\_\_\_\_

DAYS: Mon - Sat HOURS: FROM: 11 am TO: 6 pm

(2) MOVIES \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(3) DANCING \_\_\_\_\_ PRIVATE \_\_\_\_\_ PUBLIC \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(4) INSTRUMENTAL MUSIC \_\_\_\_\_ TYPE OF INSTRUMENTS: \_\_\_\_\_  
 #OF INSTRUMENTS \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(5) VOCAL MUSIC : \_\_\_\_\_ #OF VOCALIST: \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(6) EXHIBITION (DESCRIBE): \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(7) FLOOR SHOW (DESCRIBE): \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

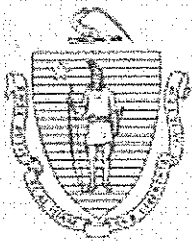
\_\_\_\_\_  
 SIGNATURE OF APPLICANT

5/4/21  
 DATE

(\*SECTION 183A APPLIES ONLY TO COMMON VICTUALLERS, FOOD VENDORS AND INNHOLDERS)

THE FOLLOWING FORMS OF ENTERTAINMENT IF BEING CONDUCTED ON SUNDAYS REQUIRES A  
 SEPARATE SUNDAY ENTERTAINMENT LICENSE FROM THE COMMONWEALTH OF MASSACHUSETTS  
 AND REQUIRES A SEPARATE FEE OF \$100:

DANCING  
 JUKE BOX  
 LIVE ENTERTAINMENT



10.A  
The Commonwealth of Massachusetts  
Department of Industrial Accidents  
Office of Investigations  
1 Congress Street, Suite 100  
Boston, MA 02114-2017  
www.mass.gov/dia

FD-1000

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: Boba Tea Tea & Snow Ice House

Address: 171 Amory St

City/State/Zip: Brookline, MA 02446 Phone #: 617 798 9898

**Are you an employer? Check the appropriate box:**

1. ☐ I am a employer with \_\_\_\_\_ employees (full and/or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☒ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: [Signature] Date: 5/4/21

Phone #: 617 798 9898

*Official use only. Do not write in this area, to be completed by city or town official.*

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



M

L

STEP 1  
CHOOSE  
SIZESTEP 2  
CHOOSE  
TOPPINGS

CHEESE CREAM: \$1.00 EACH

PREMIUM POPPINGS: \$0.75 EACH

STEP 3  
SUGAR  
LEVELSTEP 4  
ICE  
LEVEL

BLACK TEA  
GREEN TEA  
OOLONG TEA  
JASMINE GREEN TEA

HONEY OOLONG TEA  
HONEY BLACK / GREEN TEA  
LEMON BLACK TEA  
LEMON GREEN TEA

MILK TEA  
MILK GREEN TEA  
JASMINE MILK TEA  
OOLONG MILK TEA  
THAI MILK TEA  
ALMOND MILK TEA  
VANILLA MILK TEA  
BANANA MILK TEA  
COFFEE MILK TEA  
CHOCOLATE MILK TEA  
LONGAN MILK TEA  
HONEYDEW MILK TEA  
HONEYDEW MILK GREEN TEA  
RED BEAN MILK TEA  
DREO MILK TEA  
BROWN SUGAR FRESH MILK  
PEACH MILK TEA  
PEACH MILK GREEN TEA  
MANGO MILK TEA  
APPLE MILK TEA  
ORANGE MILK TEA

BROWN SUGAR MILK TEA  
BROWN SUGAR MILK GREEN TEA  
BROWN SUGAR MILK OOLONG TEA  
TARO MILK TEA  
TARO MILK GREEN TEA  
STRAWBERRY MILK TEA  
BLUEBERRY MILK TEA  
BLUEBERRY MILK GREEN TEA  
MATCHA MILK TEA  
MATCHA MILK GREEN TEA  
WINTER MELON MILK TEA  
WINTER MELON MILK GREEN TEA  
LYCHEE MILK TEA  
LYCHEE MILK GREEN TEA  
HONEY MILK TEA  
HONEY MILK GREEN TEA  
HONEY OOLONG MILK TEA  
COCONUT MILK TEA  
COCONUT MILK GREEN TEA  
DURIAN MILK TEA

BLACK TEA CREAM  
GREEN TEA CREAM  
OOLONG TEA CREAM  
JASMINE TEA CREAM

MILK GREEN TEA CREAM  
MILK TEA CREAM  
BROWN SUGAR MILK TEA CREAM  
WINTER MELON GREEN TEA CREAM

LYCHEE BLACK / GREEN TEA  
LYCHEE OOLONG TEA  
MANGO GREEN TEA  
MANGO JASMINE TEA  
PASSIONFRUIT GREEN / BLACK TEA  
LEMON WINTER MELON GREEN TEA  
PINEAPPLE GREEN / OOLONG TEA  
WATERMELON BLACK / GREEN TEA  
WINTER MELON BLACK / GREEN TEA

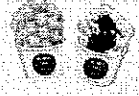
HONEY LEMON BLACK / GREEN TEA  
STRAWBERRY BLACK / GREEN TEA  
STRAWBERRY LEMON BLACK / GREEN TEA  
ORANGE BLACK / GREEN TEA  
GRAPEFRUIT GREEN TEA  
LOGAN BLACK / GREEN TEA  
PEACH BLACK / GREEN / OOLONG TEA  
BLUEBERRY BLACK / GREEN TEA  
GREEN APPLE BLACK / GREEN TEA

TARO  
RED BEAN  
MATCHA  
MANGO  
PINEAPPLE  
PASSIONFRUIT  
STRAWBERRY  
LONGAN  
HONEYDEW

PINA COLADA  
BLUEBERRY  
ORANGE  
COFFEE  
GREEN APPLE  
WATERMELON  
WINTER MELON  
PEACH  
PAPAYA

OREO  
THAI TEA  
LEMON  
LYCHEE  
CHOCOLATE  
GRAPEFRUIT  
VANILLA  
BANANA  
COCONUT

ORIGINAL / \$3.50



ADD TOPPINGS / \$0.50 EACH



MACARONS / \$2.00

1 PKG / \$2.50 8 PKGS / \$13 12 PKGS / \$25



AVOCADO  
DURIAN

COFFEE  
MATCHA TEA  
TARO  
WATERMELON  
HONEYDEW  
PEACH

VANILLA  
COCONUT  
CHOCOLATE  
MANGO  
PASSIONFRUIT  
BLUEBERRY

THAI TEA  
LEMON  
PINEAPPLE  
BANANA  
LYCHEE  
GREEN APPLE

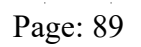
FOLLOW US @ BOBA TEA &amp; SNOW ICE HOUSE

BOBATEAANDSNOWICEHOUSE

423 BROADWAY CHELSEA MA. 02150

PHONE: 617 884 0985

MON - SAT, 11AM - 9PM / SUN, 11AM - 7PM



## Personal Reference Letter

Date: 06/08/2021

To whom it may concern,

I confirmed that I have known CHHEAR HANG for 13 years.  
He is honest, peace-loving hard working, courteous and reliable.

I am happy to provide future information if required.

Thank You.

Pisey Long  
[Piseyhang123@gmail.com](mailto:Piseyhang123@gmail.com)



## Personal Reference Letter

Date: 06/08/21

To whom it may concern,

My name Bunthoeun Hok, I am his friend since 2015.  
Chhear Hang is my best friend ever. He is such as beautiful heart, friendly, help and honest. We are friend, but since I known him " We are a family"

Regards,

Brandon

Brandonhok2020@gmail.com

**Temporary Quality Work**

113 Western Avenue Lynn MA. 01904

Cell: 619 798 9898 /Office: 781 598 8880/ Fax: 781 598 8882

Email: [temporaryqualitywork@yahoo.com](mailto:temporaryqualitywork@yahoo.com)

**Reference Letter**

Date: 06/08/21

To whom it may concern,

This is certifying that CHHEAR HANG has been work with us for two years as a manger. He was working hard, smart to solve any problem, very friendly to people, and responsible.

Thank You

Von Vath

## 10.A.

### 1- Description of the Operation:

We will serve our Boba Tea everyday from Monday to Sunday 11AM to 8Pm.

[Option] Sunday will be closed.

### 2- Litter Letter: I contacted to PAC – MAN Disposal ready for remove trash everyday.

We will do the same way as the Pizza store next to me.

### 3- We will not do delivery at all

### 4- See my other attach for letter of reference

Thank You

Chhear Hang



OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

ENTERTAINMENT APPLICATION

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 140, SECTION 181 (\*183A) OF THE MASSACHUSETTS GENERAL LAWS, THE UNDERSIGNED HEREBY APPLIES FOR A LICENSE FOR THE FOLLOWING FORMS OF ENTERTAINMENT:

APPLICANT: Chhear Hang

D/B/A Boba Tea & Snow Ice House

LOCATION: 171 Amory Street

TELEPHONE # 617-798-9898 EMAIL ADDRESS: hangchhear2010@yahoo.com

TYPE OF ENTERTAINMENT:

(1) RADIO ☒ TAPED MUSIC ☒ JUKE BOX ☐ TELEVISION ☐  
DAYS: Mon - Sat HOURS: FROM: 11am TO: 6pm

(2) MOVIES ☐

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(3) DANCING ☐ PRIVATE ☐ PUBLIC ☐

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(4) INSTRUMENTAL MUSIC ☐ TYPE OF INSTRUMENTS: \_\_\_\_\_  
 #OF INSTRUMENTS \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(5) VOCAL MUSIC : ☐ #OF VOCALIST: \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(6) EXHIBITION (DESCRIBE): \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(7) FLOOR SHOW (DESCRIBE): \_\_\_\_\_

DAYS: \_\_\_\_\_ HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

05/04/2021

SIGNATURE OF APPLICANT

DATE

(\*SECTION 183A APPLIES ONLY TO COMMON VICTUALLERS, FOOD VENDORS AND INNHOLDERS)

THE FOLLOWING FORMS OF ENTERTAINMENT IF BEING CONDUCTED ON SUNDAYS REQUIRES A SEPARATE SUNDAY ENTERTAINMENT LICENSE FROM THE COMMONWEALTH OF MASSACHUSETTS AND REQUIRES A SEPARATE FEE OF \$100:

DANCING  
 JUKE BOX  
 LIVE ENTERTAINMENT

## OFFICE OF SELECT BOARD

## MEMORANDUM

TO: Select Board  
FROM: Justin Casanova-Davis, Assistant Town Administrator  
RE: **FY21 End of Year Reserve Fund Transfer Requests**  
DATE: July 2, 2021

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As part of the End of Year process, a complete review of expenditures for the Town Clerk and Town Meeting account indicates that a Reserve Fund Transfer is necessary to cover expenditures for this past fiscal year.

The Town Clerk's office requires a Reserve Fund Transfer of \$200,000 to cover payroll expenditures for this past fiscal year. As the Board is aware, the Town Clerk's office had several elections to run during the pandemic. Staff within the office had additional overtime expenses to provide for the mail-in balloting, early and in-person voting process for this past fiscal year. The office also hired significantly more personnel to assist as poll workers this past fiscal year to provide assistance and ensure that the voting process was done safely and proficiently. In addition to their customary poll duties, many poll workers assisted with the mail-in balloting process.

Additionally, the Town Meeting account requires a Reserve Fund Transfer of \$20,000 to cover payroll and professional/technical service expenditures associated with Town Meeting. These expenses are associated with the additional days and length of Town Meeting nights this past fiscal year. They account for additional compensation for staff working Town Meeting and Communication Access Realtime Translation services, which provide instantaneous translation of what is being said into a visual print display so that it can be read. This was a reasonable accommodation for Town Meeting members who may be deaf or hard of hearing individuals.

Thus to complete the end-of-year fiscal process, we request your consideration and approval of the attached Reserve Fund Transfer in the amount of \$200,000 for the Town Clerk Department and \$20,000 for Town Meeting accounts for transmittal to the Advisory Committee for further approval as required.

Recommended Action

VOTED:

That the Select Board approve the transmittal to the Advisory Committee for a Reserve Fund Transfer of \$200,000 for the Town Clerk Department.

That the Select Board approve the transmittal to the Advisory Committee for a Reserve Fund Transfer of \$20,000 for the Town Meeting account.

CC: Ben Kaufman, Town Clerk  
Advisory Committee

## TOWN OF BROOKLINE

=====

## Request for Reserve Fund Transfer

To the Board of Selectmen:

Date: 7/2/21

It is hereby requested that you approve and transmit to the Advisory Committee the following Reserve Fund Transfer:

Department Town Clerk Total Transfer Requested \$ 200,000

Org # 16201620 Object # 510101 AMOUNT \$ 200,000

Org #                      Object #                      AMOUNT \$                     

Org #                      Object #                      AMOUNT \$                     

Org #                      Object #                      AMOUNT \$                     

Org #                      Object #                      AMOUNT \$                     

*Justin Casanova-Davis*  
Department Head

Approved:

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\_\_\_\_\_

\_\_\_\_\_  
Board of Selectmen

## TOWN OF BROOKLINE

=====

## Request for Reserve Fund Transfer

To the Board of Selectmen:

Date: 7/2/2021

It is hereby requested that you approve and transmit to the Advisory Committee the following Reserve Fund Transfer:

Department Town Meeting Account Total Transfer Requested \$ 20,000

Org # 98909850 Object # 524010 AMOUNT \$ 20,000

Org #                      Object #                      AMOUNT \$                     

Org #                      Object #                      AMOUNT \$                     

Org #                      Object #                      AMOUNT \$                     

Org #                      Object #                      AMOUNT \$                     

*Justin Casanova-Davis*  
Department Head

Approved:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
Board of Selectmen



PCAC Applicants

July 2021

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Sandra Pelkie (interviewed 6/15/21)  
Raj Dhanda (interviews 6/22/21)  
Paul Yee (interviews 6/22/21)  
Anne Weaver (postponing application)  
Jean Senat Fluery (interviews 6/29/21)  
Lynda Roseman (interviews 6/29/21)  
Michael Sandman (interviews 6/29/21)  
Kevin Kane (interviews 6/29/21)  
Michael Zoorob (interviews 6/29)  
Kristan Singleton (interviews 7/6/21)  
Kimberley Richardson (interviews 7/6/21)  
Bonnie Bastien (interviews 7/6/21)  
Elizabeth Childs (interviews 7/6/21)  
Samuel Botsford (interviews 7/6/21)  
George Vien (interviews 7/6/21)  
David Driscoll (has not responded with interview availability)

## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Tue 6/15/2021 8:43 AM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	George Vien
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Police Commissioners Advisory Committee
What type of experience can you offer this Board/Commission?	I grew up in Brookline and attended the Brookline Public Schools. I'm a former federal prosecutor who prosecuted, among many other types of case, police misconduct cases. I also worked with police officers in many prosecutions. In private practice, I defend individuals accused of crimes and won a verdict on behalf of an innocent man who was wrongfully convicted.
What type of issue would you like to see this Board/Commission address?	Proper training for the Brookline Police to help them to do their jobs in a professional manner and protect the public while respecting members of the community..
Are you involved in any other Town activities?	No.
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	Field not completed.

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## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Tue 6/22/2021 12:02 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Samuel Botsford
Address	[REDACTED]
Home Phone	[REDACTED]
Work Phone	Field not completed.
Email	[REDACTED]
Application for specific Board/Commission?	Police Commissioner's Advisory Committee
What type of experience can you offer this Board/Commission?	I was raised in Brookline and moved back in 2018. Although I have no direct experience with policing I am a graduate of the Northeastern University School of Law and have professional experience with the criminal justice system. In addition, I currently work in the field of mental health which I believe has a serious role to play in how we practice policing in Brookline.
What type of issue would you like to see this Board/Commission address?	Continue and Crisis Intervention Team training and expand how we address mental health issues in our community.
Are you involved in any other Town activities?	I was elected constable in 2021.
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">Samuel Botsford Resume.pdf</a>

Email not displaying correctly? [View it in your browser.](#)

# Samuel Botsford



## EXPERIENCE

- 
- Northeastern University** **Boston, MA**  
*Criminal Justice Task Force Police Reform Subgroup Co-Chair* *Jan 2021 - Present*
- Work on issues related to law enforcement reform.
  - Research uniform codification at the local level, professional liability insurance for law enforcement, and alternative emergency response personnel for non-violent 911 calls.
- Metro Boston Recovery Learning Community** **Boston, MA**  
*Peer Specialist* *Oct 2018 - Present*
- Provide on-going health education, emotional support, and encouragement to Metro Boston Recovery Learning Center participants.
  - Facilitate peer-run groups, events, and programs.
  - Communicate, represent, and promote the peer perspective.
- National Alliance for Mental Illness Massachusetts** **Charlestown, MA**  
*Peer-to-Peer Leader* *Oct 2016 - Present*
- Help people establish and maintain their wellness.
  - Empower participants to share their own stories and the coping tools that have worked for them.
- In Our Own Voice Presenter* *Oct 2014 - Present*
- Challenge attitudes, assumptions, and stereotypes about people living with mental health conditions.
  - Talk openly about my experiences and how I have found pathways to hope and healing.
- Board of Directors* *Oct 2017 - Oct 2020*
- Set budget.
  - Established policies.
  - Provided guidance around organizational programs and priorities.
- GardenRose Theater Company** **MA**  
*Founder/Executive Producer* *Oct 2014 - Present*
- Hire directors, principal cast members, and key production staff members.
  - Arrange financing for productions.
  - Select plays and scripts to produce.
- Disability Law Center** **Boston, MA**  
*Protection and Advocacy for Individuals with Mental Illness Council Member* *Dec 2018 - Mar 2021*
- Advised the Disability Law Center on priorities and issues important to people who are knowledgeable about mental health services in the Commonwealth.
  - Informed others about the mission, purpose and priorities of the Disability Law Center.
- Mental Health Legal Advisors Committee** **Boston, MA**  
*Northeastern University School of Law Legal Intern* *Nov 2017 - Feb 2018*
- Assisted with projects and cases.
  - Performed legal and factual research and writing.
  - Attended meetings, and court and administrative proceedings.
- Eviction Defense Collaborative** **San Francisco, CA**  
*Northeastern University School of Law Legal Intern* *May 2013 - Aug 2013*
- Interviewed and counseled tenants facing eviction.
  - Prepared necessary paperwork.
- Suffolk County District Attorney's Office** **Chelsea, MA**  
*Northeastern University School of Law Legal Intern* *Aug 2010 - Nov 2010*

## 12.B.

- Interviewed witnesses.
- Conducted legal research, writing and case preparation, including an assignment to assist in the training of Assistant District Attorneys.

### **United States District Court, District of Massachusetts**

*Northeastern University School of Law Legal Intern*

**Boston, MA**

*May 2009 - Aug 2009*

- Researched and drafted court opinions.
- Participated in discovery disputes.
- Attended hearings, trials, and status conferences.

### **EDUCATION**

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#### **BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK**

**Boston, MA**

*M.S.W. Social Work Candidate (Expected graduation May 2023)*

- **Extracurricular Activities:** Alumni Committee Student Representative, Strategic Planning Team Member, Student Ambassador, Student Union White Antiracist Affinity Group Member

#### **NORTHEASTERN UNIVERSITY SCHOOL OF LAW**

**Boston, MA**

*Juris Doctor (J.D.) Law (May 2018)*

#### **UNIVERSITY OF MICHIGAN**

**Ann Arbor, MI**

*Bachelor of Arts (B.A.) Communication (May 2006)*

### **ADDITIONAL SKILLS**

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- Improvisational Comedy
- Theater

### **CERTIFICATIONS**

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- Digital Peer Support Certification
- Forensic Peer Support Certification
- National Alliance for Mental Illness Massachusetts Sharing Your Story with Law Enforcement Certification
- Peer Specialist Certification

### **REFERENCES**

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References available upon request

## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Wed 5/12/2021 12:11 PM

**To:** Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

# Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Kimberley Richardson
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Police Commissioners Advisory Committee
What type of experience can you offer this Board/Commission?	I have worked for the Commonwealth of Massachusetts for over 25 years, within the Trial Court Department and the District Attorney's Office. I have experienced all sides of the criminal justice system from policing, prosecuting, defending and working with judges. I have a Bachelors in criminal justice and a Masters in Social Work and I believe that my educational experience will also bring another perspective to the table.
What type of issue would you like to see this Board/Commission address?	I would like the Commission to address all aspects of policing through a lens of racial justice, social justice. I would like the Commission to be conscious about equity and inclusion as it a very important role in policing.
Are you involved in any other Town activities?	I am a TMM Precinct 2, Reimagining Policing Task force Member, and on the Boston Housing Authority working group
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">Resume Richardson Revised.docx</a>

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## KIMBERLEY RICHARDSON

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### **Professional Experience**

***Judicial Secretary*** 1997-PRESENT  
 Roxbury Division of the Boston Municipal Court  
 Roxbury, MA  
 Secretary to the First Justice  
 Back-up Payroll Coordinator, cross trained in HRCMS and MMARS  
 Record time and attendance calendars for court, process travel vouchers for Justices  
 Compose various correspondences  
 Provide administrative support to various departments  
 Maintain records of office equipment inventory  
 Provide technical assistance to other personnel

### **ADMINISTRATIVE ASSISTANT**

***Suffolk County District Attorney's Office*** 1995-1997  
 Boston, MA  
 Provide Administrative Support to Various Units,  
 Chief of Operations, Chief of Investigators and Office Manager

### **SOCIAL WORK EXPERIENCE**

***Boston GLASS*** 2020-2021  
 In Home Therapy (Intern)  
 Create safety plan for families; Write Progress Notes  
 CBHI and CANS Certified; Assist clinician with CANS, COMPs, and Treatment Plan  
 Provide Therapeutic Support to Families through Art Therapy  
 Use Strength Based Approach to assist families in finding their own strength  
 Collaborate with Collateral Contacts

***Children Services of Roxbury*** 2019-2020  
 In Home Therapy (TT&S Intern)  
 Create safety plan for families; Write Progress Notes  
 CBHI and CANS Certified; Assist clinician with CANS, COMPs, and Treatment Plan  
 Provide Therapeutic Support to Families through Art Therapy  
 Use Strength Based Approach to assist families in finding their own strength  
 Collaborate with Collateral Contacts

### **LEADERSHIP EXPERIENCE**

***Roxbury Court Choice Program, Board Member***  
 Participate in monthly collaborative meetings to discuss the needs of probationers who participate in  
 Roxbury's intensive probation program for young offenders  
 Collaborated with different agencies in order to provide resources for participants in the Program

## **EDUCATION**

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***MSW CANDIDATE*** 2018-2021  
*Boston University* Boston, Massachusetts

***BACHELOR OF ARTS, CRIMINAL JUSTICE*** 2014-2017  
*University of Massachusetts, Boston* Boston, Massachusetts  
*Magna cum Laude*

## 12.B.

*Dean's List*

*Alpha Phi Sigma, National Criminal Justice Honor Society*

*Golden Key International Honor Society*

***CRIMINAL JUSTICE AND PARALEGAL STUDIES***

*Roxbury Community College*

*Dean's List*

*1999-2001*

*Roxbury, Massachusetts*

***CERTIFICATE OF COMPLETION***

*YMCA Training Inc.*

*Professional Job Training Program*

*1995-1996*

*Boston Massachusetts*



## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Thu 5/20/2021 9:02 AM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Kristan Singleton
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Police Commissioners Advisory Committee
What type of experience can you offer this Board/Commission?	As a member of the Task Force to Reimagine Policing & Public Safety, I was a member of a group that spent almost a year working together to combine individual experiences with policing and public safety, understandings of Brookline's governance model, and research and insights about opportunities to improve public safety. While my specific experiences as part of the Task Force were focused on Community Engagement and School Resource Officers, as a Task Force we invested the time to collect and analyze data on community perceptions of policing, data from the Brookline Police Department on outcomes, and integrating the historical and current context of policing and public safety. I think all of those would be important foundations for successful participation in the Police Commissioners Advisory Committee.
What type of issue would you like to see this Board/Commission address?	I feel that some of the specific issues that the PCAC would need to address is that the Town has a police department that regards itself as progressive and versed in issues related to racial justice and equity, has a low number of citizen-filed complaints, has an understood complaints process (per the findings of the Task Force to Reimagine Policing), and yet residents of and visitors to the Town are not generally at ease with the relationship between BPD and the Brookline community. Most efforts at integrating police accountability and civilian oversight fail (see <a href="https://www.washingtonpost.com/investigations/interactive/2021/civilian-oversight-police-accountability/">https://www.washingtonpost.com/investigations/interactive/2021/civilian-oversight-police-accountability/</a> ). So if Brookline's PCAC is to take on this work it must have a clear theory of action and plan for implementing its work.

Are you involved in any other Town activities?	I am involved in other community activities such as Brookline for Racial Justice and Equity and have served as a member of Runkle's School Site Council for a two-year period.
Do you have time constraints that would limit your ability to attend one to two meetings a month?	Generally, no but it would depend on when the meetings occur.
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<i>Field not completed.</i>

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## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Fri 6/25/2021 7:01 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Bonnie Bastien
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Police Commissioners Advisory Committee (PCAC)
What type of experience can you offer this Board/Commission?	<p>I was the chair of the Walk and Talk Subcommittee and a member of the Envisioning and Public Engagement Subcommittee of the Task Force to Reimagine Policing. I gained an understanding of many of the BPD's programs and the public's different views of them during those 10 months. We were given presentations on many aspects of the workings of the BPD like traffic statistics, traffic stops, emergency calls, the Walk and Talk program and more. I saw how dedicated many of the officers are and I saw many problematic aspects of the department. I worked collaboratively to examine and evaluate the Brookline Police Department and their programs through the lens of racial equity with the goal of moving Brookline toward a better system of public safety for all residents. With my experience in community organizing for Mutual Aid Brookline I was able to gather perspectives and testimony from community members directly impacted by BPD programs. Using all of this research we developed recommendations to improve and strengthen public safety strategies in Brookline. These recommendations were widely supported by community members and the majority have been adopted by the Town. My experience working with the Massachusetts Bail Fund has familiarized me with the problematic history of policing in the US and the plight of too many Black, POC, and poor people in the criminal justice system. I have been researching and thinking deeply on this subject matter for the past 3 years. I look forward to the opportunity to do this work.</p>
What type of issue would you like to see this	<p>How accusations of racism are dealt with in the BPD. Explorations of policies around hiring and promoting within the department. How and what data is recorded after traffic stops,</p>

Board/Commission address?	field interrogations, etc. Addressing how the public feels about the police’s ability to do internal investigations and hold themselves accountable. Identifying problematic policies and finding solutions. Participating in the search for a new police chief. My goals as a member of the PCAC are centered in better public safety for our community members most directly impacted by policing in Brookline and a more accountable and transparent BPD.
Are you involved in any other Town activities?	I am a Town Meeting Member in Precinct 5, a general organizer for Mutual Aid Brookline, and I am on the Brookline for Racial Justice and Equity (BRJE) Leadership Team
Do you have time constraints that would limit your ability to attend one to two meetings a month?	no
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">PCAC Resume.pdf</a>

Email not displaying correctly? [View it in your browser.](#)

Community Organizer and Activist

**BONNIE BASTIEN****APPLICABLE EXPERIENCE**

AUG 2020 - JUNE 2021

*Member of the Task Force to Reimagine Policing in Brookline*

- Chair of the Walk and Talk Subcommittee and member of the Envisioning and Public Engagement Subcommittee
- Worked collaboratively to examine and evaluate the Brookline Police Department and their programs through the lens of racial equity with the goal of moving Brookline toward a better system of public safety for all residents
- Gathered perspectives and testimony from community members directly impacted by BPD programs
- Developed recommendations for the BPD and the town of Brookline to improve and strengthen public safety strategies. These recommendations were widely supported by community members and the majority have been adopted by the Town.

JUNE 2020 - PRESENT

*Brookline Town Meeting Member, Precinct 5*

- Worked to create legislation to secure funding for social services, secure funding for the Food Pantry, establish the Disparities Working Group, acquire funding to improve WIFI and renovate kitchens for residents of BHA

MARCH 2020 - PRESENT

*General Organizer, Mutual Aid Brookline (MAB)*

- Collaboratively founded Mutual Aid Brookline at the start of the COVID-19 emergency as a system of free, town-wide resources accessible to all
- Leads MAB's public relations, community organizing, and political advocacy work
- Builds community in order to broaden our impact and bring those closest to the challenges in to help lead the work

JUNE 2018 - MARCH 2020

*Volunteer, Massachusetts Bail Fund*

- Posted cash bail for people held in pretrial detention
- Advocated inside prisons and court rooms for families and loved ones of incarcerated individuals

JUNE 2018 - SEPT 2018

*Volunteer, CourtWatch MA*

- Attended trainings to understand on the court arraignment process
- Attended court arraignments from Worcester to Roxbury to expos and recording inequities and unjust decisions made by judges and prosecutors to be reported to the ACLU of Massachusetts

## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Sun 6/27/2021 3:18 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Elizabeth Childs
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Police Commissioners Advisory Committee
What type of experience can you offer this Board/Commission?	As a board certified child, adolescent and adult psychiatrist, including forensic experience and training, I have over thirty years of experience in working at the interface between criminal justice/law enforcement and treatment for individuals with mental illnesses and/or substance misuse disorders, serving on the steering committee at the Boston Foundation to address intergenerational trauma as antecedent to crime and incarceration and to find strategies to intervene in the Grove Hall neighborhood of Boston and serving on the Blue Ribbon Commission in 2004 to improve sensitivity to and treatment for behavioral health disorders for individuals who are incarcerated. As the state Commissioner of Mental Health, I led and oversaw the expansion of Jail Diversion programs, including embedding social workers within police departments. Additionally, I have worked on policies to stop the pipeline to prison of vulnerable youth populations, including those who come from vulnerable and impoverished circumstances and fragile families. I am actively involved in the advocacy community for victims of domestic violence, including serving on the board of the domestic violence non-profit Reverse Pattern. My management and administrative experience includes leading organizations, which serve extremely high-risk individuals within complex systems and institutions. Specifically, I oversaw and expanded the department of psychiatry to serve individuals of all ages with serious mental illness and substance misuse disorders in a community hospital which primarily serves minority and immigrant populations, within the bureaucracy of the Catholic Archdiocese of Boston; and I led the Massachusetts Department of Mental Health, serving extremely high-risk individuals within the bureaucracy of state

government. These experiences have taught me that open-minded listening to all voices, followed by respectful and discerning debate, resulting in a common, albeit often imperfect, solution grounded in caring for the welfare of our neighbors is the path most likely to find progress. Differing opinions and perspectives enrich us.

What type of issue would you like to see this Board/Commission address?

Civilian oversight of Brookline Police is held by the Select Board and validated by the Weak Chief model of the Brookline Police Department. However, since Select Board members have broad leadership responsibility for all Town departments, it is difficult to give the time and attention necessary to invigorate civilian oversight of the Police Department. I would like to see the PCAC delve deeply into the current operations of the Police Department, including a full and comprehensive review of all department policies so that the PCAC can make well-informed recommendations to the Select Board for those aspects of the department which need to improve, for those aspects of the department which are exemplary and must continue, and for those aspects of the department that are no longer beneficial to Brookline residents. Additionally, it is important to thoroughly pursue those policies which ensure success in leaving Civil Service and increase recruiting a more diverse pool of applicants. Morale, training and pursuit of higher education of officers is correlated with quality policing. Developing recommendations for the Select Board to improve all three is critical for Brookline police to optimally serve as guardians and protectors of our entire community and to minimize a warrior mentality as espoused by President Obama's 21st century policing commission. Focus on promotions and stabilizing leadership by hiring a permanent police Chief is one of many possible steps to improve morale and create consistent accountability to Brookline residents. Brookline has an opportunity to embrace changes for the future of our police department, if we can envision how the Police Department will need to adjust to the impacts of Covid, climate change and increasing racial awareness. Effective identification and utilization of any available Covid relief funds to advance this envisioned future of a Police Department which all residents trust to be their community's guardian is one of my goals. The new state law regarding policing will have impacts and will need attention so that all requirements are met. Attention to working conditions and equipment, while seemingly mundane, reflect on our Town's commitment to quality policing and should be addressed. Likewise, serious consideration and open listening to complaints, involvement in active investigations as needed, and receiving positive reviews from the public about the functioning of the police should inform the work of the PCAC. I would be honored to assist the Police Commissioners in assuring excellent civilian oversight of our Town's police.

Are you involved in any other Town activities?

Yes, I am a former Town Meeting Member, former School Committee member, current Vice Chair of the Norfolk County Advisory Board (representing Brookline) and Chair of the Norfolk County Advisory Board Finance Committee, member of

the Committee on Policing Reforms, including Chair of the Subcommittee on Personnel and Governance and the Chair of the Mental Health and Substance Misuse Disorders Committee, current member of the 9/11 Remembrance Planning Group, former High Street Hill Association Board member, former Girl Scout troop Co-leader, former Boy Scout Troop Advancement Coordinator, and current Chair of the Brookline Republican Town Committee.

Do you have time constraints that would limit your ability to attend one to two meetings a month?	No
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">ChildsCV2021.docx</a>

Email not displaying correctly? [View it in your browser.](#)



**Elizabeth Childs, M.D., M.P.A.**

Date of Birth: October 14, 1960  
 Place of Birth: Van Wert, Ohio  
 Marriage: Ralph Grieco on January 2, 1999  
 Children: Raphael Childs Grieco (born 10/6/99) and Anamaria Rose Grieco (6/20/02)

**EDUCATION**

2008 M.P.A. Harvard Kennedy School of Government  
 1986 M.D. University of Cincinnati College of Medicine  
 1982 A.B. Mount Holyoke College, magna cum laude

**POSTDOCTORAL EDUCATION**

1990-1992 Fellow, Child Psychiatry, Massachusetts Mental Health Center, Boston, MA  
 1989-Present Candidate, Psychoanalytic Institute of New England East, Inc.  
 1989-1990 Chief Resident, Adult Psychiatry, Massachusetts Mental Health Center, Boston, MA  
 1987-1989 Resident, Adult Psychiatry, Massachusetts Mental Health Center, Boston, MA  
 1986-1987 Intern in Medicine, Good Samaritan Hospital, Cincinnati, Ohio

**LICENSURE AND CERTIFICATION**

1995 National Registry of Certified Group Psychotherapists  
 1993 American Board of Psychiatry and Neurology, Certificate in Child and Adolescent Psychiatry  
 Certificate #3198  
 1991 American Board of Psychiatry and Neurology Certificate #34549  
 1987 Massachusetts License Registration #59072

**ACADEMIC APPOINTMENTS**

1993-1996 Massachusetts Institute of Technology  
 1990-1992 Harvard University-Clinical Fellow, Child Psychiatry, Boston, MA  
 1987-1990 Harvard University-Clinical Fellow, Department of Psychiatry Boston, MA  
 1986-1987 University of Cincinnati-Clinical Fellow, Department of Internal Medicine

**HOSPITAL APPOINTMENTS**

1993-1996 Massachusetts Institute of Technology Health Services  
 1992 Dana Farber Cancer Institute, Boston, MA  
 1992 Children's Hospital, Boston, MA  
 1991-1992 Gaebler Children's Center, Waltham, MA  
 1988-Present Carney Hospital, Dorchester, MA  
 1988-1993 Winthrop Hospital, Winthrop, MA  
 1988-1991 Newton-Wellesley Hospital, Newton, MA  
 1988-1989 New England Deaconess Hospital, Boston, MA  
 1987-1992 Massachusetts Mental Health Center, Boston, MA  
 1986-1987 Good Samaritan Hospital, Cincinnati, Ohio

**ELECTED PUBLIC OFFICE**

- 11/11-present Brookline Republican Town Committee, Member
- 01/17-present Brookline Republican Town Committee, Chair
- 07/11-09/12 Candidate for US Congress in MA-04, conceded in the Republican primary
- 05/10-05/12 Brookline Town Meeting – member representative of Precinct 5
- 05/09-05/12 Brookline School Committee – at large representative, population 57,000 across 16 precincts

**WORK EXPERIENCE**

- 07/89-Present President, Elizabeth Childs, M.D., P.C., Brookline, MA – child, adolescent, adult, individual, family, couples, group psychotherapy and pharmacotherapy; psychoanalysis, outpatient detox, forensic consultation.
- 06/03-07/07 Commissioner, Commonwealth of Massachusetts Department of Mental Health, Boston, MA – duties included overseeing a public mental health system providing services to over one million Medicaid members including 27,000 adults with serious mental illness and children with serious emotional disturbance with an annual budget of approximately \$650 million and 3,500 FTEs; in collaboration with the Office of Medicaid, managed behavioral health programs funded by an additional \$600 million of Medicaid spending; served as the Commonwealth’s chief spokesperson on mental health issues; directed all resources in a manner to ensure an integrated network of effective and efficient services promoting consumer rights, responsibilities, rehabilitation and recovery; maintained 10 public facilities that met JCAHO and HCFA standards; engaged in active public education to eliminate stigma; worked closely with sister agencies on mental health issues; managed significant research agenda to determine best practice models and effective treatment strategies; communicated the agency’s vision and mission in a manner to instill the public’s confidence. Full time position appointed by the Governor and reporting to the Secretary of the Executive Office of Health and Human Services.
- 06/96-06/03 Chief of Psychiatry and Medical Director of Psychiatry, Carney Hospital, Dorchester, MA - duties included development, management and supervision of 50 inpatient beds, consultation-liaison service, emergency psychiatric services, partial hospitalization program, outpatient group and individual psychotherapy program, clozapine and decanoate clinic, group rehabilitation outpatient program for chronically psychotic patients, outpatient psychopharmacology services, ECT service; comprehensive substance abuse programming including inpatient and outpatient detoxification, structured outpatient addictions program; outpatient drug and alcohol treatment, and dual diagnosis inpatient treatment; quality improvement oversight; credentialing and appointment; supervision of RNCS prescribing, development of community outreach programs, networking and affiliation with community treatment services; management and development of capitated contracts; fiscal and budgetary oversight of the department; and representation of the department on hospital and medical staff committees. Development and management of a 14 bed locked Adolescent Psychiatry Unit in 2000 with expansion of outpatient child and adolescent services.

## 12.B.

- 07/93-06/96 Child psychiatrist, M.I.T. Health Plan - duties included evaluation; treatment; triage; crisis intervention; consultation to pediatric service; community psychoeducation; management of referrals outside of health plan; utilization review of child and adolescent inpatient and outpatient treatment of health plan members.
- 07/92-07/96 Medical Director, Ambulatory Psychiatry Clinic, Carney Hospital, Dorchester, MA - duties included clinical supervision; quality improvement oversight; developing group psychotherapy program; development and management of clozapine clinic; development and management of decanoate clinic; co-leading staff meetings; supervision of R.N.C.S. prescribing; supervision of psychopharmacologists; psychiatric consultant and reviewer of drug and alcohol program; community outreach programs; development of clinical and community outpatient psychiatric treatment; weekend clinical administrative coverage of inpatient services.
- 07/92-06/93 Attending, Inpatient Unit, Carney Hospital, Dorchester, MA - duties included emergency room evaluation, treatment, and triage; consultation-liaison to medical, surgical, and pediatric services; admissions; inpatient treatment of complex, chronic, and dual diagnosis patients.
- 01/92-07/92 Consultant, Child Psychiatry, Dana Farber Institute and Children's Hospital, Boston, MA to Bone Marrow Transplant Unit - duties included individual and family psychotherapy; pharmacotherapy; consultation-liaison work throughout pediatrics with emphasis on hematology-oncology service.
- 07/91-07/92 Fellow, Child Psychiatry, Gaebler Children's Center, Waltham, MA - duties included admission and treatment of inpatient child and adolescent patients; multi-disciplinary team collaboration; individual, family, group psychotherapy and pharmacotherapy.
- 07/90-07/96 Psychopharmacologist, Ambulatory Psychiatry Clinic, Carney Hospital, Dorchester, MA - duties include treatment and assessment of complex chronic, acute outpatients followed throughout community; collaboration with inpatient services, internists, therapists, and drug and alcohol counselors.
- 07/90-07/92 Fellow, Child Psychiatry, Massachusetts Mental Health Center, Boston, MA - duties included outpatient child, adolescent, individual, family, group psychotherapy; pharmacotherapy; learning disabilities assessment and treatment; school consultation; developmental assessment; forensic evaluations; and multi-disciplinary collaboration.

## 12.B.

- 07/89-07/90 Chief Resident in Adult Psychiatry, Massachusetts Mental Health Center, Boston, MA - duties included managing a 70-bed acute inpatient unit; supervision of 14 first-year residents; leading team meetings, staff meetings, community meetings; assessment and evaluation of all admissions; treating patients in clozapine and risperidone research protocols.
- 05/88-07/93 Cambridge Psychiatric Associates, Moonlighter, Carney Hospital, Dorchester, MA and Newton-Wellesley Hospital, Newton, MA – duties included emergency room assessment, treatment, and triage; inpatient and outpatient coverage; consultation-liaison coverage; admissions.
- 07/88-07/93 Psychiatrist-on-call, Winthrop Hospital, Winthrop, MA – duties included weekend coverage of a 45 bed inpatient unit.
- 07/87-07/89 Resident in Adult Psychiatry, Massachusetts Mental Health Center, Boston, MA - inpatient and outpatient experience, including chronic mental illness, individual, group, family psychotherapy, psychopharmacology, consultation-liaison, ECT.
- 07/86-07/87 Intern in Internal Medicine, Good Samaritan Hospital, Cincinnati, Ohio.
- 05/85-09/85 Research Assistant, Medical College of Ohio, Toledo, Ohio.

### **TEACHING EXPERIENCE**

- 2013-2020 Girl Scout Silver and Gold Award Mentor/Advisor, Brookline, MA
- 1992-2003 Boston University Medical School Preceptor, BUSM-III, Psychiatry Clinical Rotation.
- 1990-1992 Harvard University Medical School Lecturer, Clinical Seminar in Child Psychiatry.
- 1989-1990 Harvard University Medical School Lecturer, Clinical Seminar in Adult Psychiatric Diagnosis, PGY-II, HMS-III, Massachusetts Mental Health Center.
- 1989-1990 Supervisor, PGY-II, Psychiatry Residents, Massachusetts Mental Health Center.
- 1987-1992 Supervisor, HMS-III, HMS-IV, Psychiatry Clinical Rotation

### **MEMBERSHIPS/COMMITTEES**

- 2021-Present Norfolk County Advisory Board Finance Committee, Chair
- 2021-Present Norfolk County Advisory Board, Vice Chair
- 2021-Present Reverse Pattern, Board of Directors
- 2020-2021 Brookline Select Board Committee on Policing Reforms, Member, Chair Subcommittee on Personnel & Governance, Chair Subcommittee on Mental Health and Substance Misuse Disorders
- 2020-Present Town of Brookline 9/11 Remembrance Ceremony Steering Group
- 2020-Present Christ Church Cambridge Discernment Committee for Rector Search
- 2019-2021 Norfolk County Advisory Board, Clerk
- 2018-Present Massachusetts Catastrophic Illness in Children's Relief Fund Commission,

## 12.B.

	appointed by Governor Charlie Baker
2018-Present	Christ Church Cambridge Church Choir
2015-Present	Norfolk County Advisory Board, Brookline representative
2015-2018	High Street Hill Association Board, Member, Brookline, MA
2013-2016	Christ Church Cambridge, Executive Committee, Cambridge, MA
2013-2016	Christ Church Cambridge, Clerk, Cambridge, Massachusetts
2013-2018	Massachusetts Women's Political Caucus Board of Directors
2012-2014	Massachusetts Medical Society House Delegate
2005-2017	Massachusetts Department of Early Education and Care Board of Directors—appointed by Governor Mitt Romney, reappointed by Governor Deval Patrick
2011-2017	Massachusetts Department of Early Education Oversight and Fiscal Committee, Chair
2010-2012	Brookline School Committee Finance Subcommittee, Chair
2010-2016	Christ Church Cambridge Vestry, Cambridge, Massachusetts
2008-2011	Massachusetts Department of Early Education Policy Committee, Chair
2007-2010	National Institute of Mental Health Council Workgroup on Clinical Trial Networks
2006-2010	National Institute of Mental Health Advisory Council—appointed by United States Secretary of Health and Human Services Michael Leavitt
2002-2003	Massachusetts Psychiatric Society, President
2001-2003	Massachusetts Psychiatric Society, Chair, Legislative Committee
1999-2003	Carney Hospital Quality Council
1999-2003	Massachusetts Psychiatric Society, Executive Council
1999-2003	Massachusetts Psychiatric Society, Executive Committee
1999-2001	Massachusetts Psychiatric Society, Treasurer
1997-2003	Carney Hospital Inc. Board of Trustees
1997-2003	Carney Hospital Patient Care Assessment Committee
1997-2003	Carney Hospital Community Needs and Benefits Committee
1997-2003	Carney Hospital Medical Executive Committee
1996-1999	Carney Hospital Utilization Review Committee
1996-1999	Carney Hospital Medical Quality Review Committee
1996-1998	Partners Community Health Integrated Network Psychiatry Departments Steering Committee, Massachusetts General Hospital, Boston, MA
1996-2003	Carney Hospital, Department of Psychiatry, Quality Council
1996-1999	Board of Directors, New England Council of Child and Adolescent Psychiatry
1994-Present	Christ Church Cambridge, Cambridge, MA
1994-Present	Psychoanalytic Society of New England, East, Inc.
1994-2003	American Society of Clinical Psychopharmacology, Publications Committee
1994-2000	American Board of Forensic Examiners
1992-2010	American Society of Clinical Psychopharmacology
1990-2011	American Psychoanalytic Association
1990-2013	American Association of Child and Adolescent Psychiatry
1990-2013	New England Council of Child and Adolescent Psychiatry
1987-Present	Massachusetts Medical Society
1983-2012	American Psychiatric Association
1983-Present	American Medical Association

## AWARDS AND HONORS

2007	Massachusetts Association of Jewish Federations Executive Achievement Award
2007	American Psychiatric Association Distinguished Fellow
2007	Honorary Doctorate, Massachusetts School of Professional Psychology
2005	Massachusetts Psychiatric Society Outstanding Public Sector Service Award
1989	Eli Lilly Outstanding Resident Award
1987	Resident Teaching Award, Good Samaritan Hospital, Cincinnati, Ohio
1982	Sigma Xi

## MAJOR RESEARCH INTERESTS

Health, Education, and Social Welfare Policy  
Public System Management and Administration  
Treatment and Management of Complex, Refractory Psychiatric Patients

## PUBLICATIONS/PRESENTATIONS

United States Congress, Neuroscience Caucus, Violence and Serious Mental Illness in Adolescents, March 18, 2013.

Mental Health: A New Vision for People and Communities – Increasing Access, Promoting Integration, and Improving Quality, March 23, 2007.

Commonwealth of Massachusetts State Mental Health Authority Strategic Plan, April 12, 2005.

Commonwealth of Massachusetts Department of Mental Health Restraint and Seclusion Philosophy Statement, March 26, 2004.

“Inpatient Study Report For the General Court,” Commonwealth of Massachusetts Executive Office of Health and Human Services, Department of Mental Health, Elizabeth Childs, Commissioner, and Ronald Preston, Secretary, March 2004.

“Combined Risperidone/Valproic Acid Treatment of a Teenager with Bipolar Disorder” N.E.E.C.A.P. Newsletter May 16, 1994.

Welling, Jain, Panke, Childs, “Pancreaticoduodenectomy for Duodenal Bleeding Due to Hereditary Hemorrhagic Telangiectasia, “Southern Medical Journal, Vol. 80 No. 3, pp. 368-369, March 1987.

Cd 113 Fourier Transform Nuclear Magnetic Resonance Studies of Two-Zinc Insulin Hexamer, Honors Thesis, Mount Holyoke College 1982.

## INTERESTS AND HOBBIES

Ballroom dancing, Camping and hiking with my family, Sea kayaking, Bridge, Chess, Opera, Knitting, Jigsaw puzzles, Sudoku, Crossword puzzles, Reading, Cooking, Classical music, Singing, Flute and Piano

## REFERENCES available upon request.

12.B.

12.B.



12.B.



**Park and Recreation Commission  
(As of 6/30/21)**

**MEMBERS:**

John Bain, Chair.....Term expires 2022 (reappointed 7/14/20)

Nancy O'Connor, Vice Chair.....Term expires 2020

Clara Batchelor.....Term expires 2020

James Carroll.....Term expires 2021 (reappointed 9/3/19)

Daniel Lyons.....Term expires 2020 (will not apply for reappointment)

Antonia Bellalta.....Term expires 2021 (reappointed 9/3/19)

Wendy Sheridan.....Term expires 2022 (reappointed 7/14/20)

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Stewart Silvestri interviews for appointment 6/22/21

John Pan interviews for appointment 6/22/21

Shonali Gaudino interviews for appointment 6/22/21

Clara Batchelor interviews for reappointment 6/29/21

Nancy O'Connor interviews for reappointment 6/29/21

Antonia Bellalta applies for reappointment 7/6/21

Brandon Roberts applies for appointment 7/6/21

James Carroll interview to be scheduled



## Planning Board

(as of June 18, 2021)

### **MEMBERS:**

Steven Heikin, Chair.....Term expires 2020

Linda Hamlin.....Term expires 2023

Robert Cook.....Term expires 2022

Mark J. Zarrillo.....Term expires 2022

Blair Hines.....Term expires 2019

Matthew Oudens.....Term expires 2019

VACANCY.....Term expires 2021

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### **PLANNING BOARD APPOINTMENTS ARE 5 YEAR TERM**

Shelly Chipimo interview for appointment 5/25/21

David Deininger interviews for appointment 5/25/21

Steve Heikin interviews for reappointment 6/22/21

Matthew Oudens waiting on interview availability

Blair Hines waiting on interview availability



**Advisory Council on Public Health  
(As of 7/2/21)**

**MEMBERS:**

Patricia Maher.....Term expires 2023 - Chair

Dr. Anthony Schlaff.....Term expires 2023

Dr. Peter Moyer.....Term expires 2021

Dr. Rosemarie Roque Gordon.....Term expires 2023

David Hemenway .....Term expires 2022

Dr. Natalia Linos..... Affiliate Member, Term Expires 2022

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## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Tue 3/9/2021 7:13 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Brandon Roberts
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	PARK AND RECREATION COMMISSION, ADVISORY COMMITTEE ON PUBLIC HEALTH, PLANNING BOARD
What type of experience can you offer this Board/Commission?	I have experience on several types of advisory committees ranging from health sciences to university planning.
What type of issue would you like to see this Board/Commission address?	I think the board can address a number of issues regarding current public health practices as well as park issues. I also feel that my expertise would lend well to the planning board for the long-term outlook on Brookline.
Are you involved in any other Town activities?	Yes
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">Brandon_Roberts_Resume1_2021.pdf</a>

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# Brandon M. Roberts

## EDUCATION

### **University of Alabama at Birmingham**

2016 – 2019

*Postdoctoral Scholar in Exercise Medicine*

F32 NIH Fellowship 2017 – 2019

T32 NIH Fellowship 2016 – 2017

### **University of Florida**

*Ph.D. in Rehabilitation Science*

2012 – 2016

UF Research Fellowship

*M.S. in Human Performance*

2010 – 2012

UF Teaching &amp; Research Fellowship

*B.S. in Microbiology*

2006 – 2010

Florida Bright Futures Scholarship

## JOB EXPERIENCE

### **Captain – Research Physiologist**

*United States Army*

2020 -

#### **Responsibilities**

- o Manage duties of enlisted Soldiers
- o Write grants and collaborate on research projects
- o Optimize human health and performance of Soldiers

### **Chief Science Officer**

2020 -

*Tailored Coaching Method*

#### **Responsibilities**

- o Provide seminars on nutrition and exercise
- o Develop a mentorship program for personal trainers
- o Guide coaches through decision making processes

### **Chief Science Officer**

2019 -

*LogSmarter*

#### **Responsibilities**

- o Provide scientific expertise for company
- o Help develop a nutrition algorithm base on artificial intelligence
- o Create a network and connect within fitness industry

**Lecturer & Research Consultant***Department of Human Studies, University of Alabama at Birmingham, Birmingham, AL*

2019 - 2020

**Responsibilities**

- o Write grants and collaborate on research projects
- o Teach exercise and nutrition courses
- o Mentor undergraduate and graduate students
- o Lead Army and Air Force ROTC training and nutrition programs

**Postdoctoral Scholar***Center for Exercise Medicine, University of Alabama at Birmingham, Birmingham, AL*

2016 - 2019

**Responsibilities**

- o Develop exercise training and laboratory protocols
- o Manage experiments for multi-site clinical trials
- o Lecture for exercise courses
- o Analyze skeletal muscle biopsies using PCR, western blot, ELISAs, IHC and ICC
- o Conduct extensive statistical analysis in JASP, and R.
- o Present research findings at conferences
- o Write grants and research manuscripts

**Graduate Research Assistant***Department of Physical Therapy, University of Florida, Gainesville, FL*

2012 - 2016

**Responsibilities**

- o Develop research protocols and oversee laboratory
- o Manage budget for over \$1 million in grants
- o Guest lecture for multiple courses within the department
- o Apply microscopy to study structure and dynamics of skeletal muscle
- o Conduct extensive data analysis via Prism, R and Excel
- o Present research findings at national and international conferences
- o Write at all levels from 300-word abstracts to peer-review manuscripts

**Graduate Teaching Assistant***Department of Applied Physiology and Kinesiology, University of Florida, Gainesville, FL*

2010 - 2012

**Responsibilities**

- o Assisted in teaching undergraduate courses ranging in size from 10-50 students. Topics included: anatomy, physiology, kinesiology, fitness assessment, and exercise physiology
- o Prepared course material including laboratory experiments, lectures, exams, and reports
- o Led weekly problem-solving and discussion sections
- o Assisted faculty with administrative tasks and curriculum development.
- o Received excellent student evaluation scores that surpassed benchmarks for teaching quality (4.68/5)

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**ADDITIONAL EXPERIENCE**
**National Strength and Conditioning Association***Alabama State Board of Directors member*

2017 - present

- o Share and disseminate best practices in research for athletes
- o Organize, recruit and speak at NSCA Alabama State Clinic

*Executive Council member - Bodybuilding and Fitness Competitions*

2016 - present

## 12.B.

- Share and disseminate best practices and research for physique athletes
- Collaborate with fitness organizations to host events
- Provide solution sessions at local, regional and national conferences

### **UAB Postdoctoral Association**

2016 – 2019

#### *President (2018-2019)*

- Manage regular monthly meetings
- Developed and analyzed wellbeing survey for postdocs
- Bargained for postdoc appointment with Council on Postdoctoral Education
- Organized Postdoc Research Day in 2018 & 2019

#### *Executive Council (2016-2019)*

- Manage treasury for council
- Create events to benefit post-docs
- Organize Postdoc Research Day

### **National Postdoctoral Association**

#### *Conference Committee*

2017 – 2019

- Help organize national conference for 2020

### **UF RecSports Board of Directors**

2014 – 2016

#### *Chair – Assessment Committee*

- Contribute to the development of the budget for submission to the student senate
- Conduct investigations of equipment usage then used advanced algorithms to enhance usage
- Develop and deploy mechanisms for gathering feedback to navigate expansion of programs
- Conduct needs assessment for additional facilities or enhancement of existing facilities

#### *Chair - Facilities Planning*

- Reviewed requests for the use of facilities by non-university groups
- Conduct needs assessment for additional facilities or the enhancement of existing facilities and make such recommendations to the board
- Predicted the needs of the University of Florida community by developing a twenty-year plan

### **UF Weightlifting Club**

2014 – 2016

#### *Founder and President*

- Navigate complex requirements to become a recognized club by University of Florida
- Coordinate and recruited over 30 active members
- Develop Pursuit of Excellence Plan for continued growth

### **Strength and Physique Coach**

#### *The Strength Guys, LLC*

#### *Director of Research Education*

2016 - present

- Manage online athlete systems
- Provide scientific interpretation of exercise literature
- Give seminars on physique and powerlifting competitions
- Coach athletes in powerlifting and physique-based sports

### **Personal Trainer**

2012 – 2016

*Department of Recreational Sports, University of Florida, Gainesville, FL*

*Zen Fitness, Gainesville, FL*

*AXIS Training Studies, Gainesville, FL*



## 12.B.

- o Develop, design, and implement training programs for the individual needs and the goals of each client
- o Plan and conduct fitness workshops focusing on educating clients
- o Maintain over 95% client retention and resign rate

### CERTIFICATIONS

#### **Certified Strength and Conditioning Specialist**

*National Strength and Conditioning Association*

#### **Behavior Change in Exercise**

*PTA Global*

#### **CPR/AED/First Aid**

*American Heart Association*

#### **Clinical and Translational Research Program**

*University of Alabama at Birmingham – Center for Clinical and Translational Services*

#### **CIRTL Teaching and Learning Associate**

*University of Alabama at Birmingham – Center for Integrating Research, Teaching, and Learning*

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### RELEVANT PUBLICATIONS AND PRESENTATIONS

Roberts BM\*, Helms ER, Trexler ET, Fitschen PJ. Nutritional Recommendations for Physique Athletes. JHK 2019. \*corresponding author

Roberts BM\*, Nuckols GN, and Kreiger JW. Sex differences in Resistance Training: A Systematic Review and Meta-analysis. JSCR 2019. (accepted, pending proofs). \*corresponding author

Holland BM, Roberts BM, Schoenfeld BJ. Effects of HMB Supplementation on Body Composition in Athletes: A Systematic Review and Meta-analysis. JSCR 2019.

Haun CT, Vann CG, Roberts BM, Vigotsky AD, Schoenfeld BJ, and Roberts MD. A critical Evaluation of the Biological Construct Skeletal Muscle Hypertrophy: Size Matters but So Does the Measurement. Front. Physiol., 12 March 2019

Roberts BM, Lavin KM, Many GM, Stec MJ, Thalacker-mercator A, Mayhew DL, Kelly NA, Tuggle SC, Merritt EK, Bamman MM. Human Neuromuscular Aging: Sex Differences Revealed at the Myocellular Level. Exp Gerontol. 2018.

Earnest CP, Roberts BM, Harnish CR, Kutz JL, Cholewa JM, Johannsen NM. Reporting Characteristics in Sports Nutrition. Sports (Basel). 2018;6(4)

Stec MJ, Thalacker-mercator A, Mayhew DL, Kelly NA, Tuggle SC, Merritt EK, Brown CJ, Windham ST, Dell'Italia LJ, Bickel CS, Roberts BM, Vaughn KM, Isakova-Donahue I, Many GM, Bamman MM. Randomized, four-arm, dose-response clinical trial to optimize resistance exercise training for older adults with age-related muscle atrophy. Exp Gerontol. 2017;99:98-109.

Bamman MM, Roberts BM, Adams GR. Molecular Mechanisms of Muscle Hypertrophy. Cold Springs Harbor, 2016.

*Full publication list available upon request*

**Teaching Portfolio** - <https://brandonrobertsphd.weebly.com>

## **Oral Presentations**

Sleep for Health and Performance. JPS Health and Education. October 2019

Advanced Methods for Muscle Hypertrophy. OFW online. September 2019

Response Heterogeneity in Exercise and Nutrition. Inland Empire Fitness Conference. April 2019

Muscle Hypertrophy for Athletes. NSCA Alabama State Clinic. April 2019

Nutrition for the Powerlifter and Physique Athletes. Birmingham Strength & Physique Summit. August 2017

A Scientific Approach to Peak Week for Bodybuilders. NSCA National Convention. Las Vegas, NV. July 2017

Evidence-Based Strength and Hypertrophy Recommendations. Florida State University. April 2017.

An Update on Evidence Based Fitness. University of Georgia, EVOLVE fitness symposium. April 2016.

The Science of Supplements. University of Auburn, EVOLVE fitness symposium. March 2015.

## 12.B.

### Information Technology Advisory Committee

Matthew Weiss  
Daniel Saltzman  
Craig Haller  
Igor Cizelj  
  
Stephanie Leung  
Ernest Frey  
John Gallagher

#### Recent Activity:

Brian Mache interviews for appointment 7/6/21

#### Status:

Kevin Stokes revived ITAC in November of 2019 when the Board approved the above slate. He left the Town shortly after and the Committee has not met since. New CIO Feng Yang will be having a 'regroup' meeting of the committee in summer of 2021.

## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Fri 5/28/2021 9:41 AM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Brian Mache
Address	[REDACTED]
Home Phone	[REDACTED]
[REDACTED]	[REDACTED]
Email	[REDACTED]
Application for specific Board/Commission?	INFORMATION TECHNOLOGY ADVISORY COMMITTEE
What type of experience can you offer this Board/Commission?	Payments processing (collections & disbursements), administrative/accounting systems, data privacy/security, technology startup advising
What type of issue would you like to see this Board/Commission address?	Increasing access to technology education and startup support for community members across all ages and backgrounds
Are you involved in any other Town activities?	I am new to Brookline and looking to get involved
Do you have time constraints that would limit your ability to attend one to two meetings a month?	I have flexible hours
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">Mache, Brian Resume.pdf</a>

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## Brian J. Mache

### Experience

- Silicon Valley Bank; Payments Partnerships;** San Francisco, California August 2020-Present
- Established first cross-product payments partnership management program through self-driven, informal collaboration across money movement, foreign exchange, and merchant services teams.
  - Source, negotiate, onboard, and manage global revenue generating partnerships with enterprise-scale merchant processors, growth stage fintechs, and software providers in the KYC/AML space.
  - Align partnership go to market strategy with product roadmaps and risk management boundaries.
- Velo Payments; Head of Risk;** Sausalito, California June 2019-August 2020
- Velo's software enables complex payments and reconciliations with connectivity to global payment providers.*
- Managed "Authorized Delegate" partnership with Western Union Business Solutions (WUBS) including legal, compliance, and commercial activities. Expanded relationship scope to include additional geographies, commercial models, and payments product offerings.
  - Supervised corporate governance and compliance activities including payor and payee onboarding (KYC/OFAC), transaction monitoring, and reporting obligations to regulatory authorities and partners.
- Leaf Global Fintech; Head of Risk;** Nashville, Tennessee; Kigali, Rwanda 2017-2019
- Leaf is a seed-stage social enterprise developing virtual banking tools for refugees in East Africa.*
- Synthesized payments and banking licensure obligations from authorities including FinCEN, banking partners, and foreign governments, including Rwanda, Nigeria, South Africa, and the Congo.
  - Advised Product team on technical compliance needs, including KYC, AML, and privacy and security.
  - Coordinated partnership proposals to leverage existing banks and money transmitters in the region.
- Asurion; Privacy & Security Extern;** Nashville, Tennessee Spring 2018
- Asurion is the leading global provider of insurance products for smartphones and other consumer electronics.*
- Documented trends in data privacy regulation (e.g. data localization, encryption) in Europe and Asia
  - Analyzed the company's use of surveillance cameras in offices globally, identified relevant workplace privacy regulations, and proposed adjustments to achieve compliance with varying foreign laws.
- Autodesk; Legal Intern;** San Francisco, California Summer 2017
- Supported legal department's preparation for GDPR in coordination with external counsel.
  - Surveyed used of "plain language" terms of service and privacy policies, and recommended changes.
- Xoom Corporation; Senior Treasury Analyst;** San Francisco, California 2013-2016
- Xoom is an online cross-border money transfer company. PayPal acquired Xoom in 2015. Maintained daily responsibilities and led integration projects for Treasury and Compliance.*
- Performed \$30-60mm of daily wire transfers and currency trades across Latin America, Europe, and APAC (e.g. PHP, INR). Treasury team of four traders covered global cash desk 24/7/365.
  - Established FX pricing to achieve foreign exchange spreads that represented 60% of revenue.
  - Monitored all settlement activities and managed back-office activities for trades and wires. Maintained daily working relationships with more than 25 global financial institutions.
  - Built and maintained listing of nearly 100 bank accounts globally to track account status, signatory change processing, and online portal access including websites without English language capabilities.
- EY; Audit Staff;** Chicago, Illinois 2012-2013
- Performed substantive and analytical financial statement audit procedures. Tested SOX controls.

### Education

- Vanderbilt Law School; Juris Doctor (JD);** Nashville, Tennessee May 2019
- Honors & Activities:* President, Legal Technology Society; Dean's Scholar; Moot Court
- Turner Family Center for Social Ventures; Fellowship** 2018-2019
- The TFC supports market-based solutions to poverty. The fellowship supported my work with Leaf, a for-profit business that provides refugees with access to financial services and related resources.*
- Boston University Questrom School of Business; BSBA;** Boston, Massachusetts May 2012

### Licensure

- Certified Public Accountant (CPA); Illinois 2013



**Transportation Board  
(As of 7/1/21)**

**MEMBERS:**

**Christopher Dempsey, Chair.....Term expires 2021 (not applying for reappointment)**

**Jonathan Kapust.....Term expires 2022 reappointed 12.5.19**

**VACANT.....Term expires 2021**

**Leonard Wholey .....Term expires 2023**

**Nancy Moore.....Term expires 2023**

**Ali Tali.....Term expires 2021 (not applying for reappointment)**

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**STATUS**

**There are three vacancies five applicants listed below.**

**NEW APPLICANTS**

**Ryan Keefe**

**Emily Jacobsen**

**Sean Leckey**

**Brian Kane**

**Paul Hanna**

**Wendy Friedman**

**Online Form Submittal: Board/Commission Application Form**

notifications@brooklinema.gov &lt;notifications@brooklinema.gov&gt;

Thu 7/1/2021 6:15 AM

To: Devon Fields &lt;dfields@brooklinema.gov&gt;; Ben Vivante &lt;bvivante@brooklinema.gov&gt;

**Board/Commission Application Form**

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Ryan Keefe
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Transportation Board
What type of experience can you offer this Board/Commission?	Trasportation policy researcher for nearly two decades, including the last 10 as a technical expert within US DOT.
What type of issue would you like to see this Board/Commission address?	Integration of transportation planning with Brookline's larger development and livability objectives.
Are you involved in any other Town activities?	Brookline
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">CV_keefe_03_21.pdf</a>

Email not displaying correctly? [View it in your browser.](#)

**[EXTERNAL EMAIL]** [CAUTION] This email originated from a sender outside of the Town of Brookline mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

## Ryan M Keefe, Ph.D.

---

SPECIALTY AREAS	Energy and environmental policy, transportation policy, water resources management, comparative policy analysis, modeling and simulation, scenario development and analysis, computational statistics, research design, strategic planning, risk analysis	
EMPLOYMENT	<p><b>US DOT Volpe Center</b>, Cambridge, Massachusetts  <i>Operations Research Analyst</i>, 2011 - 2016  <i>Senior Operations Research Analyst</i>, 2016 - present</p> <p><b>RAND Corporation</b>, Santa Monica, California  <i>Assistant Policy Analyst</i>, 2004 - 2011  <i>Adjunct Researcher</i>, 2011 - 2013</p> <p><b>Arizona State University</b>, Tempe, Arizona  <i>Independent Contractor</i>, Decision Center for a Desert City, 2008 - 2009</p> <p><b>Pepperdine University</b>, Malibu, California  <i>Adjunct Faculty</i>, Graduate School of Public Policy 2007</p>	
EDUCATION	<p><b>Pardee RAND Graduate School</b>, Santa Monica, CA  <b>Ph.D.</b>, Public Policy Analysis  <b>MPhil</b>, Public Policy</p> <p><b>University of Vermont</b>, Burlington, VT  <b>M.S.</b>, Mathematics  <b>B.S.</b>, Mathematics (<i>summa cum laude</i>)</p>	
SELECTED POLICY RESEARCH	<p><b>Corporate Average Fuel Economy (CAFE)</b>  Led technical analysis of alternative regulatory regimes that improve national fleetwide fuel economy of new passenger cars and light trucks. Involved economic and operations research analyses, simulation model development, monte carlo simulation, technical writing, and extensive stakeholder interaction.  Conducted briefings for: Office of Management and Budget staff, National Academies of Sciences Committee on Fuel Economy, Senior political staff at DOT and EPA.  Client: National Highway Traffic Safety Administration (NHTSA)</p> <p><b>Reconsidering California Transport Policies: Reducing greenhouse gas emissions in an uncertain future</b>  Doctoral Dissertation work  Constructed policy simulation model of California's transportation sector using a combination of statistical, economic, and operations research approaches in a dynamic systems-model framework. Applied ensemble scenario analysis techniques to identify vulnerabilities in current policies and incorporate hedging strategies to address limitations of existing policy suite.</p> <p><b>Decision Making Under Uncertainty in the Colorado River Basin</b>  Comparative analysis of frameworks for decision-making under uncertainty.  Evaluated Colorado River management strategies under alternate planning frameworks, characterized tradeoffs between strategies and identify vulnerabilities that affect performance.  Client: U.S. Bureau of Reclamation</p> <p><b>Long-term Energy Planning in California</b>  Demonstrated new analytic methods for the California Energy Commission to help them build capacity to conduct long-term planning. Used state-approved greenhouse gas models and ensemble scenario analysis techniques to inform California Assembly Bill 32 implementation.  Client: State of California, California Energy Commission</p>	



**State Agency Strategies to Reduce Greenhouse Gases from Passenger Transportation**

Identified strategies at multiple levels of implementation (national, state, MPO) that can reduce greenhouse gases from energy efficiency, travel demand management, infrastructure modifications. Identified synergies, implementation challenges, potential costs/benefits.

Client: Federal Highway Administration

**Resource Constrained Hot Spot Methodology**

Internally funded methodology project to generalize a geospatial hot spot methodology developed by Keefe and Thomas Sullivan for use across policy areas (e.g. law enforcement, public health, maritime security, pollution reduction).

**Louisiana Coastal Protection and Restoration**

Participated in development and construction of policy model to assess likely damages caused to New Orleans as a result of increases in severe storms over next century. Modeled current and suggested structural policies (of Army Corp of Engineers, and State of Louisiana) to assess effectiveness in preventing damages. Client: Louisiana Office of Coastal Protection and Restoration

**RAND IED Study**

Developed a new geospatial methodology to forecast likely locations of roadside bombs (IEDs) using historical data of intended attacks in Iraq. Provided real-time support to forward-deployed units and analysts in Iraq and Afghanistan.

Client: Joint IED Defeat Organization (JIEDDO)

**Alternative Automobile Fuels and Technologies**

Constructed analytical model to evaluate life-cycle benefits and costs associated with U.S. adoption of alternative motor fuels / technologies (including social externalities).

Funded by unrestricted donations from several automobile manufacturers

MANAGEMENT  
EXPERIENCE

**Mentoring Junior Staff**

*DOT Volpe Center*

Guide junior economists to identify tasks, learn analytical methods, and develop research questions related to transportation energy consumption and policies.

**Principal Investigator**

*Decision Center for a Desert City - Managing the Lower Colorado River Basin under climate change uncertainty: Implications for the Lower Basin States*

Developed analytical model of Colorado River management system and developed hydrological inputs to simulate the impacts of climate change. Used ensemble scenario analysis techniques to evaluate the impacts of increasing Upper Basin demand and climate change on system stability and water delivery reliability.

**Principal Investigator**

*Mind the Gap: Low Carbon Fuel Standards and Growing Dependence on Next Generation Fuels*

Estimated potential for transportation electricity consumption and identified the level of advanced biofuel consumption needed to comply with state and federal biofuels policies by 2020.

COMPUTING  
SKILLS

**Modeling and Simulation:** Extensive experience using R to conduct policy simulations and monte carlo simulations, perform exploratory data analysis, apply advanced computational statistics techniques, analyze geo-spatial data, and produce statistical graphics. Experience developing simulation models in Lumina Decision Systems' Analytica modeling platform, as well as limited experience using PowerSim and developing discrete event-stepped models using Extend.

**Statistical Computing:** Experience with R (extensive), Stata and Mathematica.

**Relational Database/Other:** Experience using MS-Access, MySQL, and ODBC connections to connect databases to simulation models.

Proficiency in Tableau visualization software, ArcGIS 9.x, and L<sup>A</sup>T<sub>E</sub>X.

## PUBLICATIONS

“Adapting to a Changing Colorado River: Making Future Water Deliveries More Reliable Through Robust Management Strategies”, David G. Groves, Jordan R. Fischbach, Evan Bloom, Debra Knopman, and **Ryan Keefe**, Santa Monica, CA: RAND, 2013, [http://www.rand.org/pubs/research\\_reports/RR242.html](http://www.rand.org/pubs/research_reports/RR242.html).

“Resource-Constrained Spatial Hot Spot Identification”, **Ryan Keefe** and Thomas Sullivan, Santa Monica, CA: RAND, TR-768, May 2011, [www.rand.org/pubs/technical\\_reports/TR768.html](http://www.rand.org/pubs/technical_reports/TR768.html).

“The Benefits and Costs of New Fuels and Engines for Light-Duty Vehicles in the U.S.”, **Ryan Keefe**, J.G. Griffin, J.D. Graham, Risk Analysis: An International Journal, Volume 28, Issue 5, pp. 1141 - 1154

“The Benefits and Costs of New Fuels and Engines for Cars and Light Trucks”, **Ryan Keefe**, J.G. Griffin, J.D. Graham (WR-537-PRGS), November 2007

“Climate Change on the Colorado River: a method to search for robust management strategies”, **Ryan Keefe** and Jordan Fischbach, submitted to Journal of Environmental Management, (under revision)

## INVITED

SAE Government Industry Conference, 2016

## PRESENTATIONS

Transportation Energy Economics and Environment (TE3) Conference, 2016

NSF Workshop: Complex Choice Behaviors and Transportation Energy Policy, 2014

UMTRI Conference: Preparing for the Midterm CAFE Assessment, 2014

American Water Resources Association Conference, 2009

Arizona State University, Decision Center for a Desert City, 2009

California Energy Commission, 2008

Presentation to Head of California Air Resources Board, 2008

PRGS Board of Governors, 2007

Military Operations Research Symposium, 2007

## AWARDS

Gold Medal Award, Secretary of Transportation (2018)

Partner in Conservation Award, Secretary of the Interior (2012)

Research Team Award, Secretary of Transportation (2012)

Society for Risk Analysis, Best Paper Award (2008)

Pardee RAND Graduate School, Energy and Environment Dissertation Award (2008 and 2009)

Military Operations Research Society, Best Working Group Paper (2007)

Military Operations Research Symposium, Nomination - Barchi Prize (2007)

National Defense Research Institute, Special Recognition Award (2006)

Pardee RAND Graduate School, Doctoral Fellowship (2004)

University of Vermont, Graduate Teaching Fellowship (2002)

University of Vermont, Nam San Kil Award, Mathematics (2001)

## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Mon 6/28/2021 10:55 AM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Brian Kane
Address	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Transportation Board
What type of experience can you offer this Board/Commission?	Former Transportation Board Member, Executive Director, MBTA Advisory Board
What type of issue would you like to see this Board/Commission address?	Public Transportation
Are you involved in any other Town activities?	Yes- former TMM, current chair, Brookline Village Parking Benefit District Advisory Board
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">BK-Resume2021.pdf</a>

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## BRIAN KANE

### PROFESSIONAL EXPERIENCE

#### **MBTA ADVISORY BOARD, Boston, MA**

Executive Director

Acting Executive Director

Consultant

Oct. 2018 – Present

March 2021 – Present

April 2020 – Feb. 2021

Oct. 2018 – March 2020

- Oversight and review of Massachusetts Bay Transportation Authority (MBTA) operating and capital budgets.
- Ongoing analysis of MBTA bus, light rail (Green Line, heavy rail, commuter rail, ferry and paratransit operations).

#### **MASSACHUSETTS CONVENTION CENTER AUTHORITY, Boston, MA**

Director of Transportation

May 2018 – October 2018

- Team lead on North Station – Seaport Ferry project
- Contract lead on commuter shuttle service between North Station, South Station and Seaport

#### **MASSACHUSETTS BAY TRANSPORTATION AUTHORITY, Boston, MA**

Director of Operations Analysis

July 2015 – April 2018

- Member of MBTA Operations Executive Management Team
- Team lead on contracted bus diversion efforts including development of RFPs related to private bus operators and oversight of private and public shuttle bus diversions, including staffing, routing, wayfinding, public outreach, and legislative communications.
- MBTA lead on Transit Signal Prioritization efforts in communicates in and around Boston.
- Team lead on MBTA Storm Desk operations during major snow and ice events.
- Project manager for multiple public-facing planning efforts including the future of the Green Line, Mattapan High Speed Line, and other initiatives.

#### **MASSACHUSETTS BAY TRANSPORTATION AUTHORITY, Boston, MA**

Director of Policy, Performance Management, & Process Re-Engineering

Oct. 2013 – June 2015

- Founding lead of MBTA performance management program
- Representative of the Authority to multiple municipal, advocacy, and professional organizations.

#### **MASSACHUSETTS BAY TRANSPORTATION AUTHORITY, Boston, MA**

Manager of Operating Budget

Oct. 2012 – Sept. 2013

- Review and oversee \$1.6B operating budget
- Track departmental spending including salaries, materials, and supplies

**MBTA ADVISORY BOARD, Boston, MA**

Budget &amp; Policy Analyst

Feb. 2008 – Sept. 2012

- Reviewed and analyzed MBTA operating and capital budgets to scrutinize spending
- Author of major comparative study of MBTA debt and operations

**NORTHEASTERN UNIVERSITY, Boston, MA**

College of Computer &amp; Information Sciences Grants Coordinator

Dec. 2004 – Jan. 2008

- Managed externally-supported research grants for faculty members and students

**BOSTON COLLEGE CENTER FOR IRISH PROGRAMS, Dublin, Ireland**

Director

2003 – 2004

- Principal University representative in Ireland and Northern Ireland
- Board Member, Boston College – Ireland, Ltd.

**BOSTON COLLEGE, Boston, MA**

Irish Institute - Acting Director/Assistant Director/Project Coordinator

2000 – 2003

- Managed multiple State Department sponsored programs related to Irish peace process
- Wrote grants, managed FTEs, administered budgets, controlled space, etc.

**EDUCATION****NORTHEASTERN UNIVERSITY, Boston, MA**

Master of Public Administration, 2007

**BOSTON COLLEGE, Boston, MA**

Bachelor of Arts, History, 2000

**MUNICIPAL EXPERIENCE****TOWN MEETING MEMBER, Brookline, MA**

May 2009 – April 2012

Elected in May 2009 and May 2012 to represent my home precinct

**TRANSPORTATION BOARD, Brookline, MA**

Nov. 2008 – June 2012

Appointed member of body overseeing traffic flow, LOS, parking, transit, bicycling, parking meters, and all other transportation-related municipal matters.

**CERTIFICATIONS**

Certified Scrum Master

2016

MassDOT Manager and Supervisor Certificate Program

2018

**AWARDS & RECOGNITIONS**

## 12.B.

**GOVERNOR'S AWARD FOR EXCELLENCE IN PERFORMANCE MANAGEMENT**

**JUNE 2014**

One of twelve recipients among all 100,000+ Massachusetts state employees

**CITATION FOR OUTSTANDING PERFORMANCE**

**MAY 2013**

For leading the Open Checkbook Implementation Team



## Planning Board

(as of July 2, 2021)

### MEMBERS:

Steven Heikin, Chair.....Term expires 2023

Linda Hamlin.....Term expires 2023

Robert Cook.....Term expires 2022

Mark J. Zarrillo.....Term expires 2022

Blair Hines.....Term expires 2019

Matthew Oudens.....Term expires 2019 (not seeking reappointment)

Shelly Chipimo.....Term expires 2024

---

### PLANNING BOARD APPOINTMENTS ARE 5 YEAR TERM

Shelly Chipimo interview for appointment 5/25/21

David Deininger interviews for appointment 5/25/21

Steve Heikin interviews for reappointment 6/22/21

Blair Hines interviews for reappointment 7/6/21

Brandon Roberts interviews for appointment 7/6/21

## Online Form Submittal: Committee Reappointment Interest Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Fri 7/2/2021 9:10 AM

To: Devon Fields <dfields@brooklinema.gov>

### Committee Reappointment Interest Form

Date	7/2/2021
Name	Blair C Hines
Email:	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Committee you are a member of?	Planning Board
List of accomplishments in the last 3 years.	Prepared (with Mark Zarillo) a list of guidelines for counterbalancing amenities for projects within the commercial zones of town.
Future Goals	Prepare zoning articles to allow the Planning Board to waive parking requirements by special permit if the project meets the town's housing production goals and climate action goals. Combine this with ability to grant special permits for increased FAR or height or other zoning constraints if this increases affordable units and meets climate action goals without being detrimental to neighborhood character.
Questions? Please contact the Select Board at selectboard@brooklinema.gov, 617-730-2200	

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# TOWN of BROOKLINE

*Massachusetts*

## BUILDING DEPARTMENT

Charles A. Simmons  
Director of Public Buildings

July 1, 2021

TO: Select Board

FROM: Charles A. Simmons, Director of Public Buildings

SUBJECT: Electricity Bid Schedule

---

It is requested of the Board, that the Select Board authorize the Town Administrator, Mel Kleckner, to have the authority to execute a potential multi-year electricity supply contract with a vendor based on a favorable bid result scheduled for July 14, 2021. Freedom Energy Logistics, our electricity supply consultant, is handling the bid and would be making a recommendation to the Town.

Thank you.



Ben Kaufman, Town Clerk  
Linda Golburgh, Assistant Town Clerk

# *Town of Brookline*

## *Massachusetts*

Town Hall, 1<sup>st</sup> Floor  
333 Washington Street  
Brookline, MA 02445-6899  
(617) 730-2010 Fax (617) 730-2043

June 28, 2021

To Whom It May Concern:

I, Ben Kaufman, Town Clerk of the Town of Brookline, duly qualified and acting as such and having custody of the records, hereby certify that the following actions were taken under Article #28 at the Annual Town Meeting called for Wednesday, May 19, 2021 at 7:00 P.M., adjourned to Thursday, May 20, 2021, Tuesday, May 25, 2021, Thursday, May 27, 2021, Tuesday, June 1, 2021, Wednesday, June 2, 2021, Thursday, June 3, 2021 and dissolved on Monday, June 7, 2021 at 8:45 P.M.

### **ARTICLE 28**

Submitted by: Select Board

**VOTED:** That the Town will authorize the Select Board to petition the Legislature for legislation authorizing the expenditure of \$500,000 from the Town's Marijuana Mitigation Stabilization Fund (consisting of funds derived from Host Community Agreement mitigation fees from licensed cannabis establishments) for the purpose of supporting projects, programs and initiatives that advance racial equity and racial justice within the Brookline community; provided, that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition:

**AN ACT AUTHORIZING EXPENDITURE OF \$500,000 FROM TOWN OF BROOKLINE'S MARIJUANA MITIGATION STABILIZATION FUND FOR PURPOSE OF ADVANCING RACIAL EQUITY IN THE TOWN OF BROOKLINE**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

**SECTION 1.** Notwithstanding section 3 of chapter 94G of the General Laws, section 5B of chapter 40, section 53 of chapter 44 of the General Laws, or any other general or special law to the contrary, the Town of Brookline is authorized to spend \$500,000 from the Town's Marijuana Mitigation Stabilization Fund (consisting of funds derived from Host Community Agreement mitigation fees from licensed

## 14.B.

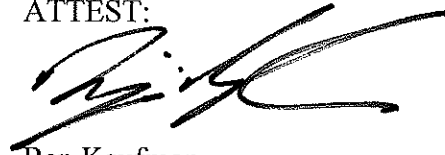
cannabis establishments) for the purpose of supporting projects, programs and initiatives that advance racial equity and racial justice within the Brookline community. Such monies shall be expended in conformity with Select Board regulations and/or such terms as the Select Board may specify.

SECTION 2. This act shall take effect upon its passage.

- Vote **APPROVED:** Aye: 207 No: 7 Abstained: 8

(Seal)

ATTEST:

A handwritten signature in black ink, appearing to read 'Ben Kaufman', written over a horizontal line.

Ben Kaufman  
Town Clerk



300 WASHINGTON ST.  
BROOKLINE, MA 02445

P. (617) 383-6000  
F. (617) 383-6001

From the Desk of:  
Robert L. Allen, Jr., Esq.  
ballen@bballenlaw.com

June 15, 2021

**VIA E-MAIL**

Mel Kleckner, Town Administrator  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

**Re: Coolidge Corner Theater – Request for Waiver of Fees**

Dear Mel:

As you are aware, the Coolidge Corner Theatre has gone through the permitting process for its expansion project that will add 14,000 square feet to the existing building, including two new, state-of-the-art screens and a new Community Education and Engagement Center.

Featuring design by award-winning architecture firm Höweler + Yoon, the expansion will integrate seamlessly with the existing historic, Art Deco building. The new space will accommodate two new state-of-the-art theaters (with 149 seats and 57 seats, respectively); a 688 square foot Community Education and Engagement Center that will accommodate a 60-seat classroom space for our educational offerings, event space for theater and community gatherings and post-screening discussions, a catering kitchen and outdoor roof deck, a media library; and a new entrance and lobby and concessions area with improved accessibility. The box office and main theatre entrance will be relocated to the Centre Street parking lot [as pictured above], and current common areas will be upgraded for improved accessibility. In addition, the Coolidge Corner Theatre will undertake, at its expense, all of the sitework and improvements entailed in the reconstruction of the Town owned parking area situated behind the Theatre.

As best said by Michael Maynard, Coolidge Board Chairman; “Since 1933, the Coolidge Corner Theatre has showcased great works of cinema and offered innovative programming to audiences of all ages – creating community and a cultural life force – for Brookline and Greater Boston. This past pandemic year has been challenging, but we are incredibly moved by the outpouring of support we’ve received from the community, and are thrilled to share the news about this exciting new chapter in Coolidge history. This expansion will allow us to do more of what we do best in a gorgeous new space that fits perfectly with our historic theatre. It will be the Coolidge that we all know and love, only bigger and better.”

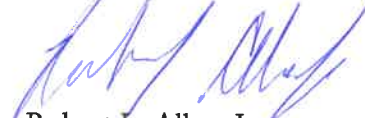
Pending the issuance of the building permit, construction is scheduled to commence in mid July 2021, with a projected end date of August 2022. Being a nonprofit community theater, this project has relied heavily on generous donations. Thanks to the philanthropic support of numerous individuals, families, and foundations, and despite these difficult times for fundraising, the Coolidge

has raised 85 percent of its campaign goal and continues to actively fundraise. With that in mind, we would appreciate the opportunity to be placed on the Select Board's agenda to respectfully request that the Board waive the building permit fee, projected to be \$150,000, as well as the meter parking fees, which include using 12 metered spaces behind the Coolidge for purposes of staging and construction parking, projected to be \$54,000.

The Coolidge anticipates minimal disruption to regular business as construction will take place during the morning and early afternoon, and the bulk of the work will be adding on to the existing building. The theatre, which was recently named one of the world's 50 most beautiful cinemas by Time Out, reopened on May 13 following 14 months of pandemic-related closure.

We appreciate the Select Board's consideration of this request and your continued support of this Town gem. We look forward to presenting additional details and answering any questions the Board may have.

Very Truly Yours,



Robert L. Allen, Jr.



**For Immediate Release**

**Coolidge Corner Theatre contact:**

Marianne Lampke

marianne@beaconcinema.com

617-771-2225

**COOLIDGE CORNER THEATRE ANNOUNCES TRANSFORMATIVE  
EXPANSION PROJECT**

*Design by award-winning architecture firm Höweler + Yoon will add new screens and a  
Community Education and Engagement Center*



**Brookline, Massachusetts (DATE)** — The Coolidge Corner Theatre ('the Coolidge') today announced [The Campaign for the Coolidge](#), a \$12.5 million expansion project that will add 14,000 square feet to the existing building, including two new, state-of-the-art screens and a new Community Education and Engagement Center.

**BROOKLINE TOWN MODERATOR****REQUEST TO CALL REMOTE TOWN MEETING**

To the Brookline Select Board:

Pursuant to and as described in section 8(a) of Chapter 92 of the Acts of 2020 of The Commonwealth of Massachusetts, as amended by An Act Extending Certain Covid-19 Measures Adopted During the State of Emergency, I hereby request that the Select Board call for the Special Town Meeting scheduled to be held on November 16, 2021, and any additional Special Town Meeting to be held concurrently, to be held through remote participation. In connection with such request, I submit the following information:

1. I have determined that it is necessary and in the best interests of the Town, in view of the COVID-19 pandemic, that these Town Meetings be held through remote participation of the Town Meeting Members, staff, and other participants rather than as in-person meetings.
2. I have determined that it is not possible to safely assemble the Town Meeting Members, staff and interested members of the public in a common location. I confirm that I have consulted with the Town's Director of Health and Human services, who concurs with this request, and have consulted with the Chair of the Brookline Commission on Disability concerning possible accommodations for persons with disabilities who wish to participate in these meetings.
3. I have determined that the optimum remote participation platform to use for such meetings is a combination of the Zoom video system and telephone conference call. In addition, members of the public who wish to view the proceedings may do so via the video streaming service provided by Brookline Interactive Group in real time at [brooklineinteractive.org/live](https://brooklineinteractive.org/live) or on RCN Channel 15 or Comcast Channel 23.
4. I hereby certify that we have utilized the aforesaid video and telephone conferencing platforms at the 2020 Annual Town Meeting, the November 2020 Special Town Meetings, and the 2021 Annual Town Meeting, and that their use would satisfactorily enable the November 2021 meeting to be conducted in substantially the same manner as if the meeting occurred in person at the Brookline High School auditorium and in accordance with the operational and functional requirements of Chapter 92, as amended.
5. Registered voters residing in the Town wishing to participate in these virtual meetings will be required to submit a request to participate to the Town Clerk not less than 48 hours in advance of the session in which they wish to participate, and the Town Clerk will verify the requester's voter registration status and provide the requester with instructions for participation. Persons other than resident registered voters will be permitted to participate so long as they comply with the aforesaid notice provision.

Respectfully submitted,

/s/ Kate Poverman

Town Moderator

June 24, 2021



## Commission for Diversity, Inclusion, and Community Relations

(As of June 2021)

### **Membership:**

VACANCY, Chair	Term expires 2021 (Joan Lancourt resigned May 2021)
Mariah Nobrega	Term expires 2021
Eloise Lawrence	Term expires 2021
Ihssane Leckey	Term expires 2021
John Malcolm Cawthorne	Term expires 2022
Jessica Chicco	Term expires 2022
Jonathan Lau	Term expires 2022
Malcolm Doldron	Term expires 2022
Irving Allen	Term expires 2022
Kea van der Ziel	Term expires 2023
Bob Lepson	Term expires, 2023
Samuel Batchelder	Term expires 2023
Rezaul Haque	Term expires 2023
Bishnu Tamang	Term expires 2023
Grace Yung Watson	Term expires 2023
Raul Fernandez	Select Board Representative
Susan Federspiel	School Liaison
TBD	Police Liaison
Kazi Stafford	Student Liaison

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## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Thu 6/3/2021 6:22 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	ShanShan Guo
Address	[REDACTED]
Home Phone	[REDACTED]
Work Phone	See above
Email	[REDACTED]
Application for specific Board/Commission?	Commission for Diversity Inclusion and Community Relations.
What type of experience can you offer this Board/Commission?	My legal experience as a public health lawyer, my leadership and experience working with and advocating for communities of color, immigrant communities, low-income communities, and marginalized communities. My role as a facilitator for a mental health community organization. My legal experience working in the area of civil rights and workers' rights especially as it pertains to Massachusetts anti-discrimination laws. And my personal experience as a Brookline resident of 20+ years and as an Asian American woman.
What type of issue would you like to see this Board/Commission address?	Structural and systemic racial justice issues in Brookline, especially in areas of public housing, education, and public safety for BIPOC. Additionally, organizing cultural community events and community outreach especially to underrepresented individuals and groups in this town.
Are you involved in any other Town activities?	No.
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No.
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	Field not completed.

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**Re: Arts Commission Member List with Term Expirations**

Gillian Jackson <gjackson@brooklinema.gov>

Tue 5/4/2021 3:24 PM

To: Devon Fields <dfields@brooklinema.gov>

Hi Devon,

Here's the list:

Caroline Bowden - 08/31/2022 (plus 3 more years on renewal)

Betsy Frauenthal - 08/31/2020 (She's the treasurer and I kept her until I can find a replacement post covid)

Daniel Gostin - 08/31/2021

Donna Hollenberg - 08/31/2021

Courtney McGlynn - 08/31/2021

Peg O'Connell - 08/31/2021 (can renew for 3 more years)

Stan Trecker - 08/31/2022 (can renew for 3 more years)

The BCA is seriously in need of more members. The maximum term commissioners can serve (per state law) is 6 and the minimum number of members required is 5. There were two others that should have come off last Aug, but I thought the town could justify them staying on through COVID - they will leave next month.

Come September 3 more will be coming off, leaving 3 (plus the treasurer, until I can find a replacement). I just haven't been able to get out and about to recruit during COVID.

Can you advertise?

Best, Gillian

---

**From:** Devon Fields <dfields@brooklinema.gov>

**Sent:** Monday, May 3, 2021 8:29 AM

**To:** Gillian Jackson <gjackson@brooklinema.gov>

**Subject:** Arts Commission Member List with Term Expirations

Hi Gillian,

I hope you had a lovely weekend. I'm working on a project for boards and commissions and also finishing up the Annual Report and I was wondering if you had a roster of the Commission for the Arts members as well as their term dates.

Please let me know as soon as you can.

Thanks!

Devon Fields (she, her, hers)

Administrative Services Director

Town Hall |333 Washington St., 6th Floor

Brookline, MA 02445

**dfields@brooklinema.gov**

office: (617) 730-2211 | cell: (617) 869-4013

[www.brooklinema.gov](http://www.brooklinema.gov)



Office Hours: M-Th: 8 a.m. - 5 p.m. Friday: 8 a.m. - 12:30 p.m.



## 18.B.

### Neighborhood Representatives to the Cannabis Mitigation Advisory Committee

(As of 6/18/21)

From the Brookline Village neighborhood:

Matthew Hyatt, 87 Walnut Street -- 3 year term (expiring 2023)

Ana Otero, 12 White Place -- 2 year term (expiring 2022)

Alison Plante, 102 Walnut Street -- 1 year term (expiring 2021)

From the Coolidge Corner neighborhood:

Danny Stone -- 2 year term (expiring 2022)

VACANCY – 3 year term (expiring 2024)

Bruce Levin, 20 Webster Street #703 – 3 year term (expiring 2023)

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**Amy Newell interviews for appointment 6/22/21**

**Sean Leckey interviews for appointment 6/29/21**

## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Fri 5/7/2021 10:37 AM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Amy I Newell
Address	
Home Phone	
Work Phone	Field not completed.
Email	amy.newell@gmail.com
Application for specific Board/Commission?	Cannabis Mitigation Advisory Committee
What type of experience can you offer this Board/Commission?	I am a medical marijuana user and a long-time Brookline resident.
What type of issue would you like to see this Board/Commission address?	prioritizing minority owned businesses and addressing public safety in a responsible way that does not involve over-policing
Are you involved in any other Town activities?	I keep up with local government and give public comment on issues important to me
Do you have time constraints that would limit your ability to attend one to two meetings a month?	no
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	Field not completed.

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## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Fri 5/7/2021 10:52 AM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Sean T Leckey
Address	
Application for specific Board/Commission?	Cannabis Mitigation Advisory Committee
What type of experience can you offer this Board/Commission?	Resident of Coolidge Corner near NETA and Sanctuary. Parent of school age child.
What type of issue would you like to see this Board/Commission address?	Zoning, issues of public consumption, the racial equity fund and policing.
Are you involved in any other Town activities?	Brookline
Do you have time constraints that would limit your ability to attend one to two meetings a month?	no
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	Field not completed.

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## Brookline Commission for Women (As of 7/2/21)

### MEMBERSHIP, APPOINTMENT, TERM

(a) The Commission shall consist of **eleven members**, all of whom shall be appointed by the Select Board to serve for a term of three years.

(b) The initial appointments shall be made for staggered terms as follows: the term of three members shall expire after one year, the term of four members after two years and the terms of four members after three years. When a vacancy occurs, an appointment shall be made by the Select Board. The Commission shall recommend to the Board of Selectmen candidates to fill vacancies. A person is not precluded from serving more than one term. Commissioners must be residents of the Town of Brookline.

### MEMBERS:

1. Gloria Rudisch .....Term expires 2021
2. Felina Silver Robinson.....Term expires 2021 – Vice Chair
3. Rebecca Stone.....Term expires 2021 – Chair
  
4. Meenakshi Garodia.....Term expires 2022
5. Hadassah Margolis .....Term expires 2022
6. Homa Sarabi-Daunais.....Term Expires 2022
7. Elizabeth Stillman.....Term expires 2022 – Secretary
  
8. Carol Caro.....Term Expires 2023
9. Lucy Chie .....Term expires 2023
10. Aileen Lee.....Term expires 2023
11. Nicole McClelland.....Term expires 2023

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A term is understood to begin on July 1 of the calendar year appointed. A term year is July 1– June 30<sup>th</sup>, Brookline’s fiscal year. New members filling a mid-term vacancy will serve out the term of the vacated seat. Commissioners wishing re-appointment should notify the Select Board of the request no later than May 15<sup>th</sup> of their term expiration year.

### THIS IS AN ELEVEN MEMBER BOARD

#### Recent Activity:

Shonali Gaudino applies for appointment 6/22/21

## Online Form Submittal: Committee Reappointment Interest Form

notifications@brooklinema.gov &lt;notifications@brooklinema.gov&gt;

Fri 5/21/2021 5:36 PM

To: Devon Fields &lt;dfields@brooklinema.gov&gt;

## Committee Reappointment Interest Form

Date	5/21/2021
Name	Rebecca Stone
Email:	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Committee you are a member of?	Brookline Commission for Women
List of accomplishments in the last 3 years.	<p>I've actually served only two years on the BCW because I replaced a commissioner whose term expired 2021. For all but the first three months of my service, I have been either Acting Chair or Chair of the Commission. During my tenure, we have:</p> <ul style="list-style-type: none"> <li>• Successfully recruited one of the most racially/culturally/age diverse boards in Brookline, becoming fully appointed in 2020</li> <li>• Re-written our mission and work statements and adopted a set of core values that now guide our work, explicitly including in our definition of "women and girls" anyone who identifies as female and embracing intersectionality as a critical lens;</li> <li>• Created standing sub-committees on the commission (Legislation and Advocacy, and Community Supports) both to provide more leadership opportunities on the commission itself and to spread responsibility for BCW work across more members;</li> <li>• Reviewed and supported various Warrant Articles coming before Town Meeting that impact gender justice or equity;</li> <li>• Monitored implementation of the menstrual products bylaw passed by Town Meeting in 2019 and contributed to statewide advocacy efforts to end period poverty;</li> <li>• Worked successfully with the School Committee to reformulate their policy on Title IX, specifically improving transparency of process and data collection and accessibility;</li> <li>• Created and hosted several online Conversations for Brookline Women to provide an outlet for women isolated during the pandemic shut-down;</li> <li>• Partnered with the BHS group SHARP Warriors to begin working with the schools on improving policy and curriculum on sex education, focusing on creating a continuum of inclusive curricula K-12 that centers creating positive, consent-based relationships rather than focusing on preventing dangerous or</li> </ul>

illegal activity;

- Worked with Town Meeting Members and the Planning/Economic Development Department to advance the discussion of prioritizing procurement contracts for women- and BIPOC-owned businesses (better known as Disadvantaged Business Enterprises);
- Created a video tribute to 2020 Woman of the Year Kim Kushner and 9 outstanding student essayists in 2020;
- Selected and celebrated with an online event 6 Women of the Year and 3 Covid Heroes in 2021
- Advocated for extension of the OML allowances to hold public meetings via remote access, something that statewide has created greater accessibility and civic participation for board members and the public alike.

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#### Future Goals

I am going to continue the BCW's mission-driven work, hoping to see successful outcomes from our work in progress and an expansion of our collaborations across Brookline to make gender equity and justice at a top priority of Brookline's social justice agenda.

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Questions? Please contact the Select Board at [selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov), 617-730-2200

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